

PAWAN SHINDE

501-B, Gulmohar Complex, Scheme No. 136, Indore
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PROFESSIONAL SUMMARY

Highly-driven and results-oriented MIS Executive with extensive experience in business management. Proven success in developing and implementing innovative strategies to maximize operational efficiency and profitability.

EMPLOYMENT HISTORY

Backend Executive, Tikona Infinet Private Limited, Indore

May 2014 – Feb 2026

- Maintain and update customer databases with accurate information. Ensure data integrity and compliance with relevant regulations. Analyze data to identify trends and insights.
- Handling admin process like contract with Service Providers and Sales Associates,
- Process invoices accurately and timely for. Manage payments and track outstanding balances. Resolve invoice-related issues.
- Provided professional assistance to visiting customers and managed incoming business inquiries.
- Assisted the HR department with employee and business associate onboarding, induction programs, and attendance management.
- Prepare reports and documents. Maintain records and documents. Coordinate with other departments to ensure smooth workflow.
- Identify and suggest ways to improve backend processes and efficiency. Contribute to the development and implementation of new procedures.

Operation Head, Distributor Of Hindustan Unilever, Indore Kashijeet Mkt., Riddhi Siddhi Ent. & Akanksha Real Estate,

April 2010 – April 2014

- Monitor and manage all Operations like Stock, Billing, Distribution, Collection, Marketing Activity
- Generate reports, presentations and other communication materials
- Analyze and interpret data to identify potential areas of improvement

Asst. Academics cum Admin, School Of Business Marshals, Indore

May 2009 – Nov 2009

- Manage office supplies and inventory. Maintain office records and filing systems.
- Support HR functions such as onboarding and employee records. Organize and maintain office common areas.
- Provide administrative support to various departments as needed

Front Desk Executive, CEREBRAL HEIGHTS, INDORE, Indore

Dec 2007 – Nov 2008

- Answer and redirect incoming phone calls, Provide accurate information to visitors and clients
- Maintain and update records and databases, Assist with administrative tasks such as organizing documents and filing,
- Collaborate with other departments to ensure smooth operations

Floor-In-Charge, Adlabs Multiplex Theatre, Indore

Aug 2006 – Feb 2007

- House Keeping, Team Handling, Box Office Collection, Duty Assignment.
- Provide administrative support to various departments as needed

EDUCATION

Devi Ahilya University

Bachelor of Commerce, 2010

Madhya Pradesh Board of Secondary Education

Higher Secondary Certificate (HSC), Intermediate, 2005

SKILLS

Proficient in MS Office

Documentation

Communication

Relationship Management.

Attention to Detail

Business Analysis

Information Security