Gaurav Saxena

MIS EXECUTIVE

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PERSONAL STATEMENT

MIS executive with 3 years of experience preparing daily, weekly and monthly MIS for sales, operations and HR teams. Skilled in advanced Excel, Power Query, VBA macros, Power BI and basic SQL, with a record of automating manual reports and delivering accurate dashboards to leadership before deadlines.

WORK EXPERIENCE

MIS Executive · *Yamuna Consumer Durables Pvt Ltd, Noida* Jan 2024 – Present

- Prepare daily sales and secondary-stock MIS for 14 regional managers covering 2,300 distributors, shared by 10 am every working day.
- Automated 9 recurring Excel reports with Power Query and VBA macros, saving about 22 hours of manual work a week.
- Built Power BI dashboards for sales, collections and HR headcount used in monthly leadership reviews.
- Reconcile ERP extracts with finance and HRMS data each month, cutting reporting discrepancies from 30+ to under 5.

MIS Associate · *Hindon Staffing Services, Ghaziabad* Feb 2023 – Dec 2023

- Maintained headcount, attendance and attrition MIS for 3,500 contract employees across 18 client sites.
- Prepared monthly billing support files for clients using pivot tables, XLOOKUP and data validation.
- Created a joining and exit tracker in Google Sheets that the recruitment and payroll teams use daily.

EDUCATION

BCA in Computer Applications · *Ghaziabad Institute of Management and Technology, Ghaziabad* 2019 – 2022

Grade: 7.4 CGPA

SKILLS

Advanced Excel | Power Query | VBA macros | Power BI | SQL basics | Pivot tables and XLOOKUP | Google Sheets | ERP data extraction

CORE SKILLS

- Data accuracy
- Report automation
- Deadline management
- Data reconciliation
- Stakeholder communication

CERTIFICATIONS

Microsoft Certified: Power BI Data Analyst Associate · *Microsoft* Apr 2025

LANGUAGES

English · Professional | Hindi · Native

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