

# Vipin Kumar

📍 Greater Noida, India | 📞 +91-9758087316 | ✉️ [vipinbcb@gmail.com](mailto:vipinbcb@gmail.com)

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## Professional Summary

Insightful and results-oriented MIS Executive with 2+ years of experience transforming complex datasets into actionable business insights. Skilled in SQL, Excel, and PowerBI. Proven track record of improving business processes, enhancing reporting systems, and driving strategic decisions through data. Strong collaborator with cross-functional teams, and experienced in working with large-scale datasets in fast-paced environments.

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## Competencies

- MIS Reporting & Data Analysis
  - Advanced MS Excel (VLOOKUP, Pivot Tables, Macros)
  - Power BI / Tableau Dashboarding
  - SQL Queries & Database Management
  - ERP / SAP / CRM Systems
  - Data Validation & Quality Checks
  - Business Performance Tracking
  - Automation & Process Improvement
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## Professional Experience

### **MIS Executive**

IIMT Groups Of College, Greater Noida  
01/25 to Present

- Prepare and maintain daily, weekly, and monthly MIS reports for management review.
- Analyze business performance data and identify trends and variances.

- Design dashboards and automate recurring reports using Excel and Power BI.
- Collaborate with cross-functional teams to ensure accurate data flow.
- Manage and clean large datasets to ensure reporting accuracy.
- Support management with ad-hoc reports for decision-making.

### **Import Executive / Jr.Data Analyst**

C-DAC, Mumbai

10/2022 to 10/2024

- Collected and analyzed operational data to improve process efficiency.
- Created performance scorecards and KPI dashboards.
- Automated report generation, reducing manual effort .
- Maintained data integrity across multiple systems and tools.

### **Education**

- **Bachelor Degree in Mathematics**  
M.J.P.R.U, Bareilly,  
2010 – 2013
  - **Master Degree in Analytical chemistry**  
J.S University Shikohabad  
2018-2020
  - **Bachelor Of EDUCATION ( B.ED)**  
C.C.S.U , Meerut  
2021-2023
  - **Master Degree In Mathematics & Statics**  
M.J.P.R.U, BAREILLY  
2025 to Present
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### **Certifications**

- Tableau Desktop Specialist – Tableau
- DOECC Certificate
- Hardware & Networking Diploma Course

### **PERSONAL DETAILS**

**Date of Birth:** [12/05/1994]

**Languages Known:** [English, Hindi]