**Kapil Gupta**

A-6/ 197 B Paschim Vihar, New Delhi - 110063

**Phone: (M)** +919873812844 **Email:** Kapil\_gpt@hotmail.com

**SYNOPSIS**

*An highly accomplished professional offering* ***4 years*** *of experience (of which 24 months in MIS) seeking a role of* ***Data Analyst / Reporting Analyst / MIS Executive*** *in* ***IT/KPO/BPO/Business Intelligence/WFM*** *sector to utilize the acquired expertise and be an asset to the organization.*

* Prepared the **WFM reports** based on Daily, weekly and monthly basis.
* Expertise in analysing the data, preparing reports, dashboards, etc. with excellent presentation skills
* Proficient in using If, Sum if, Count if, V-lookup, H-lookup, Index & Match, Is Error, Pivot Table, Macros and automation, etc. for generating reports besides maintaining turnaround times
* **Created the Compiler &Assignment sheet using VBA**
* Well recognized for the work done at previous employers
* Maintains cordial relations with clients/peers/any staff
* Fast learner, can adapt to any situation and can work in a diverse environment with good team spirit
* Dedicated & goal oriented with excellent communication, analytical, time management &problem solving skills
* Well versed with Advance MS-Excel, MS-Access, Macro, SQL (basic) and VBA programming besides having Typing speed 40 w.p.m. (English).

**CORE COMPETENCIES**

* Data Analysis
* Visual Basic Application
* MS Access
* Report Generation
* Advance Excel

**EMPLOYMENT CHRONICLE**

**People Strong PVT LTD. (Oct’14- Apr’15’)**

**Sr. MIS Executive**

**Key Deliverables:**

* PeopleStrong HR Services Pvt. Ltd. is a leading HR Outsourcing company specializing in HR Shared Services, Consulting, Payroll Management and Recruitment solutions, based out in India.
* Prepared the data of Daily, Weekly and Monthly Report to all clients.
* Responsible for MIS reports and publishing to the clients.
* Expertise in preparing Dashboards (Annual / Quarterly / Monthly / Weekly)
* Maintaining Manpower, Attrition Reports & Dashboards.
* Created the automation of all type report by using VBA and Macros.
* Prepared the data cleaning, filtering and Mapping proper way as requirement by Management.
* Proficient in using all excel formulas and automation for generating reports besides maintaining turnaround times.
* Proficient in using Macros and VBA to maintain the reports.

**United Health Group, Gr. Noida (Nov’12–May’14)**

**Reporting Associate (Reporting to Manager & Deputy Manager)**

**Key Deliverables:**

* Worked on a Project (CPW Physician Reporting Application Tool)
* Proficient in using If, Sum if, Count if, V-lookup, H-lookup, Index & Match, Is Error, Pivot Table, Macros and automation, etc. for generating reports besides maintaining turnaround times
* Allocated work based on files on daily, weekly and monthly basis using Macro and Excel
* Prepared the **WFM reports** based on daily, weekly and monthly basis.
* Calculated the shrinkage, Attrition and Absenteeism reports based on daily, weekly and monthly basis.
* Prepared the productivity tracker reports daily, weekly and monthly reports.
* Performed analysis of ad-hoc reports within required time to maintain SLA
* Prepared automation reports using VBA & Macros
* Prepared a presentation for Operation and Management team of related SLA metrics on weekly, monthly and quarterly basis

**Accomplishments:**

* **Created the productivity tracker**
* **Rewarded for the Best Work Performance in quarterly basis**

**Exl Services, Noida (Jun’11 – Nov’12)**

**Customer Care Executive (Reporting to Asst. Manager)**

**Key Deliverables:**

* Issued Life insurance policies level 2 process
* Handled contract change process, life insurance policies level 3 process
* Handled queries of updating job aid
* Maintained reports on daily basis

**Accomplishments:**

* **Created the attendance sheets**
* **Rewarded as best RNRL for the work performance and initiating the automation**

**TECHNICAL SKILLS**

* **Advance Excel**
* **VBA**
* **Ms Access**

**ACADEMIA**

* **B.A.** from Delhi University in 2007
* **XII** from N.O.S (National Open School) in 2003
* **X** from CBSE Board in 2000

**PERSONAL SPECIFICS**

 **Date of Birth:** 20th Mar, 1986

 **Languages Known:** English and Hindi

**Marital Status:** Single

 **Preferred Location:** Delhi / Noida / Gr.Noida / Faridabad/Gurgaon

 **References:** Available on request

 **(Kapil Gupta)**