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SHREYA A SHAH

MIS/HR/OPERATION/EXECUTIVE

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OBJECTIVE

As an experienced MIS/HR professional with 5 years of diverse industry experience, my objective is to utilize my expertise in report creation through Excel, Power BI, and Google Data Studio. I am highly skilled in communication and possess excellent interpersonal skills, which allow me to effectively collaborate with cross-functional teams. My goal is to leverage my skills and experience to streamline processes, drive efficiency, and improve data accuracy, all while supporting the growth and development of the organization. I am dedicated to delivering exceptional results and contributing to the success of the team through a proactive and results-driven approach.

EXPERIENCE

WISDOM LOGIC

MIS/DATA MANAGEMENT EXECUTIVE

JUNE 2022 • DEC 2022

- Maintaining data in Excel file and **creating report with the help of pivot table, charts & dashboards.**
- Maintaining a secure database of all login credentials
- **Creating reports in Power BI & Google Data Studio.**
- Provide training and support to team members on data management best practices, tools, and techniques

INDAAN ECOMMERCE

MIS/HR EXECUTIVE

SEPT 2021 • APRIL 2022

- Maintaining Attendance.
- Recruitment and selection (Naukri, LinkedIn & Indeed).
- Co-ordinating with Senior HR.
- Creating Interactive Excel Dashboards
- Monthly & Quarterly Reports
- Maintain up-to-date knowledge of industry trends and best practices in **MIS and data analytics.**
- Develop and maintain documentation on Excel best practices and procedures

TGC LLP**MIS/HR EXECUTIVE****OCT 2018 • DEC 2020.**

- Assisting with training and onboarding measures.
- Looking after, overseeing, and refreshing software systems.
- Composing job description for new positions, and helping with meeting and enlistment measures.
- Daily submission of attendance report to manger.
- Coordinating with directors and managers.
- Opening Bank accounts for workers and employees.
- Making and updating new policy for company.
- Searching candidates through different sources such as LinkedIn, indeed\ and advertising in newspaper etc.
- Maintaining workers and employee record.
- **Creating Excel Dashboards.**

ACE INFOWAY**MIS/HR EXECUTIVE****OCT 2016 • AUGUST 2018**

- Develop complex Excel spreadsheets and templates that automate processes and improve efficiency
- Analyze large data sets and provide insights and recommendations based on findings
- Implement effective sourcing, screening and interviewing techniques.
- Using different portals for sourcing candidates (Naukri, LinkedIn & Indeed).
- Assess training needs and coordinate learning and development initiatives for all employees.
- Employees Engagement Activities.

SKILLS

- Good in Communication
- Organizational Skill
- Teamwork Skill
- Time Management
- Administrative Skill

EDUCATION

MIT SCHOOL OF MANAGEMENT
MBA HR • MAY 2016 •
PUNE

MJ KUNDALIYA COLLEDGE
B.COM • JUNE 2014 •
RAJKOT

CERTIFICATION

- MS Office Certification Course from Udemy
- Google docs Certification Course from Udemy
- Advanced excel Certification Course from eLearn Market
- PowerPoint Certification Course from Udemy
- Google Data Studio Certification Course from Udemy
- Power BI Certification Course from Udemy