John Doe

📞 +91-9876543210 | ✉ john.doe@gmail.com | 🔗 linkedin.com/in/johndoe

| 🐙 github.com/johndoe

Summary

Results-driven MIS Executive with 4 years of experience in Excel automation, dashboard creation, and data analysis. Skilled in Power BI and Google Sheets. Seeking to leverage data skills in a fast-paced analytics role.

Education

Bachelor of Engineering (Computer Science)
CSVTU, 2019

Technical Skills

Use bullet points and match the job role:

- MS Excel (Advanced)
- Power BI / Tableau
- SQL
- Data Cleaning
- Report Automation
- Google Sheets
- Communication Skills

Work Experience

MIS Executive – Touchstone Education Pvt. Ltd.
Raipur | Jan 2022 – Present

- Created automated dashboards using Excel & Power BI, reducing report generation time by 50%
- Managed daily MIS reporting for 5 departments
- Trained 3 junior staff on Excel and reporting tools

Projects

Sales Dashboard Automation
 Built a full Excel-based sales dashboard with slicers, charts, and macros for a retail business.

Certifications

- Google Data Analytics Certificate – 2024
- Advanced Excel by Coursera – 2023
- Python for Data Analysis – 2024

Personal Details

- Name:
- Father's Name:
- DOB:
- Marital Status:
- Address: