VIGNESH ASOKAN

MIS Analyst

Experience : 6+ Years

Email:
Vigneshasokan7@gmail.com

Mobile: +971-544883585

Current Location : Dubai, U.A.E.

Objective:

Computer Application graduate with the Knowledge in programming languages SQL, Python, VBA and Microsoft Office Packages (Advanced MS Excel, MS Access, Access VBA, Power BI, Word, Power Point) more than 6 years' experience. Excellent in Data analytics, development of modeling techniques and operational improvement processes, I am confident my experience and expertise will be a perfect fit for your company.

WORKING EXPERIENCE:

A) JOB PROFILE IN BLS INTERNATIONAL SERVICES LLC – Dubai.

Job Title: MIS Analyst

Duration: June 2018 to till date

Description:

- Provide support and maintenance to existing management information systems (MIS).
- Generate and distribute management reports in accurate and timely manner.
- Provide recommendations to update current MIS to improve reporting efficiency and consistency.
- Perform data analysis for generating reports on periodic basis.
- Develop MIS system using **VBA** for customer management and internal communication.
- Provide strong reporting and analytical information support to management team.
- Generate both periodic and ad hoc reports as needed.
- Understand customer problems and provide appropriate technical solutions.
- Analyze business information Using **Python** to identify process improvements for increasing business efficiency and effectiveness.
- Participate in Management meetings and Present the Business Performance as a Visualization using **Power BI.**
- Provide customer support and assistance in issue troubleshooting and resolution.

B) JOB PROFILE IN OASIS METAL MANUFACTURING LLC (Al Shirawi Group) – Dubai.

Job Title: MIS & Sales Analyst

Duration: Jan 2017 to June 2018 **(1 Year and 6 Months Experience)**

Description:

As a Sales Analyst:

- Perform **SQL** Querying to retrieve data from the database (**MySQL**) for analysis.
- Closely studies past sales data to determine trends in productivity.
- Uses prediction software (**Python 3.0**) to determine future trends.
- Creates sales evaluation reports based on collected data.

As a MIS Analyst:

- Provide support and maintenance to existing management information systems (MIS).
- Generate and distribute management reports in accurate and timely manner.
- Provide recommendations to update current MIS to improve reporting efficiency and consistency.
- Develop MIS system using **VBA** for customer management and internal communication.

C) JOB PROFILE IN FIRST AMERICAN INDIA PVT. LTD (Mortgage Solutions)

Job Title: MIS & Process Analyst

Duration: July 3, 2013 to December 20, 2016 **(3 Years and 6 Months Experience)**

Description:

- Conduct the Internal Process Audit to identify the Process gaps.
- Research on Identified Issue and Provide the Software Solutions.
- Develop the Application Using Platform Excel VBA, MS Access to Improve the Efficiency and reduce the Turn Around Time (TAT).
- Interacts with business project team members to Support and monitor the Efficiency.
- Provide support and maintenance to existing management information systems (MIS).
- Monitor the Staff Performance, Business Performance and distribute reports to management in accurate and timely manner.
- Provide strong reporting and analytical information support to management team.

ACADEMIC QUALIFICATION:

Course	Institution	Board	Year of Completion	Percentage
Bachelor of Computer Application	Annamalai University, India.	Distance	2019	62.6%
Diploma in Electronics	Thiyagaraja Polytechnic College – India	DOTE	2013	96.5%

KEY SKILLS:

- Data Analysis
- Data Visualization
- Programming
- Predictive Modeling and analysis

- Process Improvement
- Creative thinking
- Active Learning
- Project Management and Delivery.

SOFTWARE SKILLS:

- **MS Office** Packages(Excel, MS Access, Power Point, Word, One Note, Outlook)
- Significant Knowledge in Excel Functions, Formulas, Macros, VBA (Automation).
- **Query Language** - SQL
- **Database** – MySQL, MS SQL, MS Access
- **Programming Language** : Python

    Packages - Numpy, Pandas, Scikit-Learn, Statsmodels, Matplotlib, Tensor flow

    Statistics/ML – Linear, Logistic Regression, Cluster Analysis, Deep Neural Network.

- **Visualization Software** - Power BI

APPRECIATIONS:

- Won the Award for Staff Performance Tracker Project and Business efficiency Improvement in First American India Pvt. Ltd.
- Won the Award for HR Payroll and Employee Database Management Automation Project in BLS.

PERSONAL DATA:

- Name   : **VIGNESH. A**
- Date of Birth   : 12.04.1995
- Nationality   : Indian
- Languages   : Tamil, English (Speak, Read, Write)
                                      Malayalam, Kannada, Hindi (Speak Only)
- Permanent Address : 35/1-17, Seerangapalayam Main Road, Hastampatty, Salem - 636007
                                      Tamil Nadu, India.

DECLARATION:

I, Vignesh do hereby confirm that the information given above is true to the best of my knowledge.

VIGNESH.A