



Ketan Radheshyam Lanjewar

As an Experienced, with Designation of MIS Executive/Analyst total 2 years of experience handling different types of reports using advanced tools of Excel.

GET IN CONTACT

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PERSONAL DETAILS

- Total Experience 2 Years 1 Month
- Current Location Pune
- Date of Birth Mar 23, 1993
- Gender Male
- Marital Status Single / Unmarried

SKILLS

- MS Office
- MIS Updation
- MIS Report Preparation
- MIS Reporting
- Power BI
- Pivot Table
- Advanced Excel
- SUMIF
- Countif
- Charts
- Data Validation
- Index
- VLOOKUP
- HLOOKUP
- Concatenate
- Word
- Dashboards
- Graph
- Formulas
- Lookup
- Conditional Formatting
- Data Analysis

PROFILE SUMMARY

Looking for Job, M.Com Graduate and Hands on **2 years** of Experience as in Working Department on role of MIS Executive/Analyst in MIS Reporting & Operation with Advanced Excel. Now Completed Course practicing Power BI and Dax Functions.

EDUCATION HISTORY

Post Graduation

Course	M.Com(Commerce)
College	Yashwantrao Chavan Maharashtra Open University (YCMOU)
Year of Passing	2020
Grade	71.25%

Graduation

Course	B.Com(Commerce)
College	Rashtrasant Tukadoji Maharaj Nagpur University Nagpur
Year of Passing	2014
Grade	42.7%

Class XII

Board	Maharashtra
Medium	English
Year of Passing	2010
Grade	55-59.9%

Class X

Board	Maharashtra
Medium	English
Year of Passing	2008
Grade	75-79.9%

WORK EXPERIENCE

TECHNICAL SKILLS

- Advanced Excel
- Power BI
- VBA

LANGUAGES KNOWN

- Marathi
- Hindi
- English

COURSES & CERTIFICATIONS

- Typing English 30 & 40 And Marathi 30
- Advanced Excel
- VBA
- Power BI

Jul 2023 to Oct 2023

MIS Executive at One Direction Skill Solutions

This was Govt.Schools project contains as contractual form, which I have Handled, Analysing & Maintaining daily records as trainers expenditure and given advance Amount as Account basis format in excel sheet using advanced excel formulas.

Oct 2021 to Jan 2023

MIS Analyst at Softenger

Preparing and Analysed the Daily, Weekly and Monthly Report and Publish Direct to the Clients using advanced excel skill from the knowledge of Power BI, via MS Outlook and MS Teams Communication.

May 2021 to Sep 2021

Senior MIS Executive at Mdindia Health Insurance Tpa.pvt.ltd

Generating, Preparing & Maintaining Daily, Exceptional, Weekly & Monthly Reports on Claims in Health Insurance Organization.

PROJECTS

Kyndryl-VIL, 457 Days

Preparing, Analyze and Published Reports using Advanced Excel and Macros Tools Direct to the Vodafone Idea (Vi) Clients as they Requirement.