**Umesh Chandra Awasthi**

Address: 9A/1 Street No-8 Kailash Puri, Palam, New Delhi-110045

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**Objective**

To work with a challenging environment where can I put my skills and beliefs for growth of the organization.

**Experience**

* I Was Working in NIC On Contractual Basis CGO Complex Lodhi Road as MIS Executive Since 6 February 2017 to 31st July 2020. Due to Covid-19 Project Could not be Extended.
* Worked in Shell Transource Pvt. Ltd., Gurgaon as a Data entry Operator from 16th Oct 2006 to 10thJune 2007.
* Worked in Synapse Solutions Pvt. Ltd., Maya Puri as a Data Entry Operator from 11th Nov 2007 to 1st Jan 2012.

**Job Responsibilities:**

* Clean, Check and validate Datasets of Ministries/Departments and prepare metadata for those cleaned dataset.
* Convert datasets from PDF/Word document to machine readable format.
* Well versed in combining the datasets and finding the meaningful information out of it.
* Prepare Report on excel using different reporting tools and formulas.
* Complete knowledge of data cleaning and analyses.
* Well versed in Advance Excel with Formula: V-lookup, H-lookup, Index, Match, Dashboard, Chart, Graph, Pivot Table, Countif, Countifs, Sumif, Sumifs, Subtotal, Sumproduct, Date & Time Function, Text Function, Sorting, Filter, Remove Duplicate, Text to Columns etc.
* Daily and Monthly generate of MIS reports analysing the cases.
* Reports Generation thru Dashboard, Chart, Graph and Pivot Table.
* Send report to Manager on daily basis and as per need.

**Technical Skills**

* Six Months MIS Course from MAATI, New Ashok Nagar.
* Diploma of Computer Hardware from Jetking Institute.
* Typing Speed 70 W.P.M.

**Qualification**

* BA (Programme) from Delhi University.
* 12th from National Institute of Open Schooling (NIOS), Delhi.
* 10th from Central Board of Secondary Education (CBSE), Delhi.

**Hobbies and Interest**

* Listening Music.
* Watching Movies.

**Personal Detail**

Father’s Name: Mr. P.C. Awasthi

Mother’s Name: Lt. Mrs. Kalawati Awasthi

D.O.B: 24-10-1983

Marital Status: Single

Gender: Male

Nationality: Indian

Religion: Hindu

Place: New Delhi Signature:

Date: Umesh Chanda Awasthi