

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 I can put my skills and beliefs for growth of the organization.

Experience

- Worked with 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 with Shell Transource Pvt. Ltd Gurgaon as a Data entry Operator from 16th Oct 2006 to 10th June 2007.
- Worked with 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 analysis
- Daily and Monthly generate of MIS reports Analysing the cases
- Reports Generation through 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 WPM
- 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

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

- Painting
- Sight-Seeing

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
Date:

Signature:
Umesh Chandra Awasthi