

PRAVEEN KUMAR T

MIS Executive | MIS Analyst | Reporting Analyst

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PROFESSIONAL SUMMARY

Detail-oriented MIS Executive with ~2 years of experience in MIS reporting, dashboard creation, KPI tracking, data analysis, and management reporting. Skilled in Advanced Excel, report automation, data validation, trend analysis, and dashboard development. Experienced in transforming business data into actionable insights for decision-making.

CORE SKILLS

- MIS Reporting
- Dashboard Creation
- Advanced Excel
- Pivot Tables
- Pivot Charts
- VLOOKUP
- XLOOKUP
- INDEX-MATCH
- KPI Tracking
- Data Analysis
- Data Validation
- Data Visualization
- Business Reporting
- Google Sheets
- MS Office

PROFESSIONAL EXPERIENCE

HR Analyst | Kodestree Technologies | Jul 2025 – Jan 2026

Responsibilities

- Prepared Daily, Weekly, and Monthly MIS reports for management review.
- Developed dashboards to monitor recruitment KPIs and operational metrics.
- Automated recurring reports using Excel formulas, Pivot Tables, and Lookup functions.
- Conducted client-wise recruitment trend analysis and performance reporting.

Project 1: Recruitment Analytics Dashboard

Domain: Recruitment Operations Reporting

- Developed an interactive Excel dashboard to monitor hiring performance and recruiter productivity.
- Tracked submissions, interviews, offers, closures, and joining ratios.
- Created client-wise recruitment reports and KPI scorecards.
- Automated reporting processes using Pivot Tables, Charts, VLOOKUP, and Conditional Formatting.
- Improved visibility into hiring performance through analytical reporting.

Project 2: Recruiter Performance Dashboard

Domain: Performance Reporting

- Designed KPI dashboards to monitor recruiter productivity and operational metrics.
- Generated weekly and monthly performance reports.
- Conducted trend analysis to identify performance improvements.
- Reduced manual reporting efforts through dashboard automation.

Key Achievements

- Automated recurring MIS reports and reduced manual effort.
- Improved reporting accuracy through standardized MIS templates.
- Delivered dashboards utilized for management review and decision-making.

Junior Software Analyst | Binare IT Solutions | Dec 2023 – Feb 2025

Responsibilities

- Prepared Daily, Weekly, and Monthly MIS reports using Advanced Excel.
- Created operational dashboards and management reports.
- Performed data cleaning, validation, analysis, and reporting.
- Automated reporting processes and maintained reporting trackers.

Project 1: Sales Performance Dashboard

Domain: Retail Sales Reporting

- Developed an Excel dashboard to monitor sales performance and key business metrics.
- Generated monthly and quarterly sales reports for management review.
- Analyzed sales trends, product performance, and revenue metrics.
- Created Pivot Tables, Pivot Charts, and summary reports for business insights.
- Automated recurring reports using advanced Excel formulas.

Project 2: Inventory Management Dashboard

Domain: Inventory & Operations Reporting

- Built Excel dashboards to monitor stock availability and inventory movement.
- Generated product-wise inventory reports and operational summaries.
- Created automated reporting templates using Excel formulas and Pivot Tables.
- Conducted trend analysis and inventory performance tracking.
- Improved reporting efficiency through dashboard automation.

Key Achievements

- Improved report generation efficiency through Excel automation.
- Maintained high accuracy across reporting activities.
- Delivered dashboards supporting operational monitoring and decision-making.

EDUCATION

Bachelor of Engineering (Electronics & Communication Engineering)

Dr. Mahalingam College of Engineering & Technology | 2019 – 2023

CERTIFICATIONS

- Advanced Excel,Sql

ADDITIONAL INFORMATION

Languages: English, Tamil

Willing to Relocate: Yes