MAHENDRA BANJARE

SR. MIS EXECUTIVE

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CORE SKILLS

- Management Information System (MIS)
- Production, Dispatch & Inventory Reporting
- FMS, PMS & IMS Design
- Checklist & Delegation Frameworks
- Advanced Excel & Google Sheets
- Google Apps Script Automation
- Dashboard & Data Visualization
- Vendor, Purchase & Sales MIS
- Attendance & Manpower MIS
- Process Automation & Optimization

TECHNICAL & DIGITAL SKILLS

- **Excel**: Pivot Tables, VLOOKUP/XLOOKUP, Macros
- **Google Sheets**: Advanced Formulas, Validation, Looker Studio, Apps Script
- **Web Development**: HTML, CSS, JavaScript, PHP, MySQL

CAREER SUMMARY

Results-driven Sr. MIS Executive with strong expertise in Process Design, MIS Reporting, Automation, and Digital Operations. Proven experience in managing Production, Dispatch, Inventory, Manpower, Vendor, and Performance MIS using Advanced Excel, Google Sheets, and Google Apps Script. Skilled in building aligned systems (Checklist, Delegation, FMS, PMS, IMS), automating workflows, managing Google Workspace, and supporting teams with structured processes to deliver actionable insights for management.

PROFESSIONAL EXPERIENCE

MIS EXECUTIVE | SRPETRO CHEMICAL PVT. LTD.

MAY 2025 – PRESENT

- Handled Production, Dispatch, Inventory, Vendor, Sales, and Manpower MIS.
- Prepared Daily & Monthly MIS reports and management dashboards.
- Created Checklists, Delegation sheets, FMS, PMS, and IMS.
- Automated reports using Excel, Google Sheets, and Apps Script.
- Managed Website, Google Workspace, and WhatsApp/Email automation.

DME | RSA INFRA PROJECT PVT. LTD

JUN 2024 – MAY 2025

- Maintained and validated company-wide data.
- Created automated MIS reports using Google Apps Script.
- Prepared analytical reports for management.
- Improved data accuracy and reporting efficiency.

- **Automation**: WhatsApp Cloud API, OpenAI API, N8N Workflows, Email Automation
- **Tools**: Google Workspace, Canva Pro, Domain & Hosting (Hostinger, GoDaddy)

MIS EXECUTIVE | BARBRIK TRANSFORMER

AUG 2022 – JUN 2024

- Developed MIS systems and dashboards in Google Sheets & Excel.
- Automated reports and production tracking.
- Coordinated with teams for reporting requirements.
- Improved data accuracy and visibility.

DATA OPERATOR | TIRUPATI AUTOMOBILES

JUN 2019 – JUN 2022

- Managed sales and inventory data.
- Generated monthly MIS reports using Excel.
- Analyzed sales trends for decision support.

EDUCATION

BACHELOR OF SCIENCE (BIOLOGY)

Pt. Ravishankar Shukla University, Raipur

PORTFOLIO

- **Srpetro Chemical Website**: Developed and maintained **srpetrochemicals.in** for company branding, product showcase, and customer inquiries.

INTERESTS

- Continuous learning (MIS, Automation, Digital tools)
- Reading self-development & productivity books
- Exploring process improvement and system optimization