

CURRICULUM VITAE



VIBHAV KANT

Email Id- vibhavkant93@gmail.com

Mobile: 09889005755, 08787078565

CAREER OBJECTIVE:

To contribute to the growth of a company and be a next generation leader through exercising the best of my abilities and skills and through constant learning from every experience in life.

PROFESSIONAL SUMMARY:

- Hardworking, highly organized and detail-oriented **Backend and MIS Executive** with extensive approx. **Six (6) years** of experience in administrative and clerical support. Adept at managing multiple projects, providing excellent customer service and streamlining processes for maximum efficiency.
- Experienced individual determined to carve a successful and satisfying career in the MIS Domain.
- Proficiently performing and excelling under demanding work conditions, well versed in finalization of MIS Analysis.
- Excellent analytical skills that help identify problems and seek solutions promptly.
- Proficient in documenting, evaluating & testing systems and controls in adherence to the assigned policies and procedures.
- Updating and maintaining records Good comprehension skills with a typing speed of 35 wpm.
- Thorough knowledge of the MS office tools (expertise in working with MS excel)
- Efficient and precise with commitment to finishing jobs quickly and accurately.

PROFESSIONAL QUALIFICATION:

- Completed **Bachelor of Business Administration in Retailing (BBAR)** (2011- 2014) with 63% from (IGNOU), Lucknow.

COMPUTER COURSE:

- Completed Advance Excel Course started in **May 2024** from (UPTECH), Lucknow.
- Appeared in Computer Concept Certificate (CCC) examination in Aug 2019 from (NIELIT) with 55%.

WORK EXPERIENCE:

A. Worked with **Aakash Educational Service Ltd, Lucknow as EDP Executive** from 19th December, 2022 to 15th December, 2023.

JOB RESPONSIBILITIES:

- Answering phone calls and responding to students and faculties related queries.
- Providing general administrative support.
- Maintaining reports, attendance, absence of students list on excel sheet on daily basis.
- Prepared daily / weekly reports for different departments as per their standard formats.
- Communicate to coordinators, faculties and collect right information of class schedule.
- Manage the documents in proper way.
- Scan documents and print files, when needed.
- Generating & maintaining day to day MIS data and updating the management.

B. Worked with Babu Banarasi Das Educational Group, Lucknow (Head Office) as Front Office Executive from 11th January, 2021 to 15th November, 2022.

JOB RESPONSIBILITIES:

- Collecting and scanning the documents.
- Analyze the problem and discover the best ways to solve them.
- Answering the phone calls and emails.
- Communicate to coordinator and collect right information.
- Manage the documents in proper way.
- Generate reports, store completed work in designated locations and perform backup operations.
- Responsible for managing the bill payment of suppliers.

C. Worked with Raadhey Krishna Corporation Ltd. (Aamrapaali Group), Lucknow as Computer Operator from 15th July, 2019 to 9th March, 2020.

JOB RESPONSIBILITIES:

- Feeding data on excel with proper details.
- Email data sheet on correct way.
- Scan documents and print files, when needed.
- Identifying and correcting file and system errors.
- Report any problems or malfunctions to the necessary computer technician.
- Maintaining computer equipment and inventory and organizing repairs as needed.

D. Worked with Brightview Telecom Pvt. Ltd., Lucknow as MIS Executive from 19th December, 2018 to 18th May, 2019.

JOB RESPONSIBILITIES:

- Responsible for feeding data on excel in proper way.
- Answering the phone calls.
- Generate and distribute management report in an accurate and timely manner.
- Provide strong reporting and analytical information support to the management team.
- Email data sheet on correct way.
- Generating & maintaining day to day MIS data and updating the management.

E. Worked with Hindustan Times, Lucknow as Data Entry Operator from 16th August, 2017 to 10th January, 2018.

JOB RESPONSIBILITIES:

- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.
- Respond to queries for information and access relevant files.
- Ensure proper use of office equipment and address any malfunctions.
- Responsible for managing the bill payment of suppliers.
- Maintaining office operation of supplies and equipment.

F. Worked with Dainik Jagran, Lucknow as a Back Office Executive from 1st April, 2016 to 30th June, 2017.

JOB RESPONSIBILITIES:

- Administrative support for all data entry on daily basis with MS Excel.
- Assisting store manager for stock maintenance and record keeping.
- Follow up with an applicant for documents.
- Answering phone calls.
- Feed customers coupons details on computer.
- Manage the documents in proper way

ACADEMIC EDUCATION:

- **H.S.C** passed from N.I.O.S Board, Lucknow in 2011.
- **S.S.C** passed from N.I.O.S Board, Lucknow in 2009.

PERSONAL SKILLS:

- Hard Working & Quick Learner.
- Willingness to learn and work in a team.

PERSONAL DETAILS:

Father's Name : Mr. Sunil Kumar Srivastava
DOB : 03/March/1993
Marital Status : Single
Language Known : English, Hindi
Hobbies : Watching Movies, Listening Music, Surfing Internet.
Permanent Address : Sultan Manzil, B.N Road, Lalbagh, Lucknow.

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge & belief.

Date:

Location: Lucknow

Signature: - (VIBHAV KANT)