**Rohan Kunwar**

**SUMMARY**

Process oriented associate experienced in interpreting and analyzing data and backend operation to drive growth for an organization, seeking a challenging position in a professional organization offering an opportunity for growth where I could use my knowledge & experience to add value to the work performance of the organization.

**CONTACT**

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#+91-9529945596

Bangalore,India

**EXPERIENCE**

***Technosoft corp. (Apexon)***

## January 2020- May 2021 Mumbai

## Administrative Assistant

* Built out the data and reporting infrastructure from the ground up using MS Excel.
* Worked with Leadership team to perform cohort analysis that identified an opportunity to enhance resource utility by 25%.
* Providing administrative support in the team,
* Implement and analysis data to create daily, weekly, monthly, and quarterly reports.
* Keeping track of performance and delivery reports to maintain high quality standards.
* Preparing MIS on Daily / Weekly & monthly Basis.

## **EXL Services, Noida, India.**

## September 2018-January 2020 Noida

## Operation Executive

* Handling the back end operations works.
* Maintained the Client Portfolio’s in CRM
* Update the KYC details in the CRM.
* Interacted with database administrators to identify and correct issues.
* Analysis and uploading of data in database.
* Check the payment status before live & printing (production).

**EDUCATION**

Rajiv Gandhi Technical University

*B.E in Electronics & Communication Engineering*

September 2011 – June 2015 Bhopal

**PERSONAL INFORMATION**

*Date of Birth: December 21, 1992.*

**SKILLS**

SQL

Excel

Business Analytics with Excel

Tableau

Python (Basic)

Backend operation

Data Analysis & Visualization

Leadership Experience

**Certification**

*Perusing Data Analyst Master’s Program* from Simplilearn (Since May 2021)