



PRAVEEN DUTT KALA

Date of Birth: 13 Dec 1985
Marital Status: Married
Language Known: Hindi, English

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PROFILE SUMMARY

A competent professional with nearly +8 year of experience in:

- **MIS Executive**
- **Exam Coordinator**
- **Office Assistant/Clerk**
- **Administration**
- **Back-End Executive or Data & Operation Executive.**

CORE COMPETENCIES

- An out-of-the-box thinker with a proven track record of establishing processes, streamlining workflow, and creating a teamwork environment to enhance productivity innovatively.
- Excellent interpersonal skills with problem-solving, logical thinking, and analytical abilities
- Ability to work well in both a team environment and an individual environment
- Organized capable multitasked and experienced in administrative duties.
- Mapping client's requirements and coordinating, developing, and implementing processes in line with guidelines.
- Monitoring the overall functioning of processes, identifying improvement areas, and implementing adequate measures to maximize the customer satisfaction level.
- Preparing MIS reports with a view to apprise management of the process operations and assist in the critical decision-making process.
- Assessing the customer feedback, evaluating areas of improvement & providing critical feedback to the associates on improvements, and achieving higher customer satisfaction matrices.

TECHNICAL SKILL'S

- MS-Word, MS-Excel, PowerPoint, CRM, and Good Searching Ability in Google.
- Internet and E-mail operation.
- Good Knowledge in College/University Data Creation and Quality Check of Data.
- Good knowledge of excel functions and formulas: Pivot Table, Pivot Charts, V-Lookup, Count if, sum, etc.

EDUCATION & QUALIFICATION

Bachelor of Computer Application (BCA) From IGNOU First Division with 62% marks (2006 – 2010)
Certificate in Computing (CIC) From IGNOU Second Division with 52% marks (2006 – 2007)
Diploma in Financial Management (DFM) from JTC EDUCATION CENTER DELHI Six Month Diploma with Secured Grade " B+ " (2003 – 2004)

WORK EXPERIENCE

07/2018 – 02/2021 Gurugram, Haryana	PATHFINDER PUBLISHING PVT. LTD. (Careers360.Com)
Sr. Executive in Data & Operation Department	
Work Responsibility	<ul style="list-style-type: none"> • Create/Manage College & University all type of information like Course, Application, Placement, Location, Fee's or other basic information in organization CMS/website. • Create & Manage Online Course Information all over India according to UGC and College website. • Quality Check of (College Data) all information according to organization requirement. • Communicate with organization Client (College/university) via E-mail. • Prepare MIS Report according to the department head or other departments in our organization. • Create New College data according to UGC data.

05/2015 – 06/2018 Noida, UP	PADMA INFOCOM PVT. LTD. (Reviewadda.com)
Operation Team Leader	
Work Responsibility	<ul style="list-style-type: none"> • Identified operational issues and devised goals and plans to address them. • Assigned tasks to individuals and departments or divided tasks appropriately according to departments. • Monitored progress within each department toward goal attainment utilizing measurable data in the spreadsheet. • Conducted analysis of progress and held monthly meetings regarding goals and tasks. • Maintain employee work reports (MIS Report) per day, weekly, monthly, and quarterly work reports. • Prepare a report on excel using different reporting tools and formulas. Extensive usage of MS Excel function, V-Lookup, Pivot table, Pivot chart, Sent reports to Managers/CEO on daily basis and as per need. • Maintain and Verified the Student Information and Update Company CRM. Or Verified Student Leads and filter for Counselor Entertaining Leads. • Lead the Backend Team and handle all type of work according to the database in the Company portal • Creating MIS/Dashboard report and presenting it to the concerned Department. • Handle organization College data CRM and Student Leads CRM. • Responsible for researching updating content on institutes/colleges and course details for the website. Analyzing and verifying the source of information to ensure data integrity and accuracy. Obtain additional information on colleges and courses to ensure completeness of details.

04/2013 – 05/2015 Noida, UP	MAHATMA GANDHI UNIVERSITY, MEGHALAYA (Corporate Office)
Exam Coordinator	
Work Responsibility	<ul style="list-style-type: none"> • Maintain Verified Student Document (Check Eligibility) for admission and student attendance, • Conduct Online/ Offline Exam. Online Exam Seat Booking, Online Exam Seat Reschedule, • Verification Student Enrollment Data Create Result Etc • Issued Student Migration, Provisional, Diploma & Others Certificate. Create/Issued Consolidate Mark sheet. • Solving the problem in any Course Student Relative and Admission Related Etc.

08/2011 – 10/2012 Dehradun, UK	HIHT University (HIMS)
Office Assistant	
Work Responsibility	<ul style="list-style-type: none"> • Maintain the Paramedical, Engineering, Medical Student Record in Online System & Manual. • Maintain the Medical Student Thesis Proposal. • Maintain student's Attendance, Exam result, etc. • Monitoring & reviewing the progress of the Student with the entire Thesis and Conference and other activities. • Solving the problem in any Paramedical, Engineering, and Medical Student Relative. • Communicate with Student/Parents & Employees By Letters & Telephone (Internal and External) Etc.

ACHIEVEMENT / AWARD'S

- Employee of the Year 2015-2016 in Padma Infocom Pvt. Ltd [Reviewadda.com], Noida.
- Shooting Star of the Month (Oct 2019), In Careers360.Com (Pathfinder Publication Pvt. Ltd.).
- Shooting Star of the Month (Sep 2020), In Careers360.Com (Pathfinder Publication Pvt. Ltd.).
