

# Mitesh Sharma

+91 6354176928

miteshsharma4431@gmail.com

India, Vadodara

## PERSONAL INFO

- **Date of birth:** 23 August 1998
- **Place of birth:** Vadodara
- **Nationality:** indian

## SKILLS

Subject Matter Expertise	Expert
Quality Control	Expert
Advanced Excel knowledge	Expert
Microsoft Excel	Expert
Google Sheet	Expert
Excel VBA	Expert
MS Word, Excel and Outlook	Expert

## PROFESSIONAL SUMMARY

To work in high-grown organization with a competitive and challenging environment that creates an ideal condition for delivering high quality services.

## EXPERIENCE

February 2024 - July 2024

### Senior Executive

ITM Vocational University /

As a Senior Executive at ITM Vocational University, I was responsible for overseeing various departments and managing a team of employees. My role involved developing and implementing strategies to improve the university's operations and drive growth. Additionally,

- Implemented growth strategies
- Led successful operations

August 2023 - February 2024

### MIS Executive

ALOIS Solution /

As an MIS Executive at ALOIS Solution, I was responsible for managing and analyzing data to support business operations and decision-making. I utilized various software and tools to streamline processes and improve efficiency within the organization. Working closely with different departments, I effectively communicated data insights and recommendations to drive strategic initiatives.

- Preparing MIS Report on Daily, weekly and Monthly basis
- Generate timely and accurate report for analysis
- Handling the back and operations work & MIS reporting by using MS Excel
- Provide robust data usage and analytics reports to the appropriate leaders and Delivery Managers
- As MIS Executive my responsibility also includes information generation, communication, problem identification and helps in the process of decision-making.

October 2022 - August 2023

### 1st Line Support Engineer

Twenty-Four IT /

As a 1st Line Support Engineer at Twenty-Four IT, I was responsible for providing technical support to clients and ensuring smooth operation of their IT systems. My role involved troubleshooting hardware and software issues, setting up new systems, and managing network configurations.

- Responded to client inquiries and resolved technical issues promptly.
- Conducted regular maintenance checks to ensure optimal system performance.
- Collaborated with team members to implement new technologies.

- Trained new employees on company's systems and procedures.
  - Monitored network security and implemented necessary measures.
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◆ December 2019 - October 2022

## Legal Analyst

American Infosource /

During my time at American Infosource as a Legal Analyst, I gained valuable experience in conducting legal research, drafting legal documents, and analyzing contracts. I also worked closely with attorneys to assist in the preparation of legal proceedings and provided support for client meetings and negotiations. My attention to detail and ability to work under tight deadlines allowed me to excel in this role and contribute to the success of the legal team.

- Conducted legal research
- Drafted legal documents
- Supported client meetings and negotiations
- Attention to detail
- Worked under tight deadlines

## EDUCATION

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◆ 2016 - 2019

### Bachelor of Commerce

The Maharaja Sayajirao University of Baroda

CGPA - 5.35