

Mousumi Gorai

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PROFESSIONAL SUMMARY

MIS Executive with experience in PI/PO tracking, vendor coordination, inventory management, and supply chain reporting. Skilled in Advanced Excel (VLOOKUP, XLOOKUP, Pivot Tables, Dashboards), SQL for data extraction and analysis, and Power BI for interactive reporting. Experienced in GRN and inward reporting, dispatch analysis, vendor-level tracking, and identifying trends to provide actionable insights that improve operational efficiency.

EDUCATION

Master of Science (Mathematics) NMKRV College For Women	2021 - 2023 Grade: 81.0%
Bachelor of Science (Mathematics) Jamshedpur Women's College	2018 - 2021 Grade: 83.17%
Intermediate (Class XII) Jamshedpur Women's College	2016 - 2018 Grade: 63.4%
Matriculation (Class X) D.B.M.S Girls High School, Kadma Jamshedpur	2016 - 2016 Grade: 78.0%

EXPERIENCE

Mis analyst February 2026 - Present
Fleet lab technologies pvt Ltd(Apna Mart) *Bangalore*

- Prepared and managed daily and monthly MIS reports using Advanced Excel and Power BI.
- Created dashboards to track sales, inventory, and vendor performance.
- Analyzed data to identify trends and support operational decision-making.

MIS Executive April 2024 - January 2026
Shadowfax Technologies pvt.ltd *Bangalore*

- Managed and maintained the company's Management Information System (MIS), ensuring accurate data collection, integrity, and timely reporting.
- Collected, organized, and analyzed cross-departmental data to generate actionable insights and support strategic decision-making.
- Designed and optimized automated dashboards using tools like MySQL, Power BI and Excel to enhance data accessibility and reporting efficiency.

PROJECTS

Chinook SQL Database Analysis ([Github](#)) ([Demo](#)) July 2025

- Performed data analysis using SQL to identify sales trends, customer purchasing patterns, and revenue distribution.
- Applied advanced SQL concepts including JOINS, CTEs, subqueries, and aggregate functions for data extraction.
- Delivered insights to support business intelligence and data-driven decision-making.

IT Support Agent Performance and Ticket Analysis ([Github](#)) ([Demo](#)) May 2025

- Analyzed IT ticket data to measure agent performance, resolution time, and ticket priority trends.
- Created interactive dashboards using Pivot Tables, formulas, and charts to track key performance indicators (KPIs).
- Provided actionable insights to improve operational efficiency and customer satisfaction.

CERTIFICATIONS

SQL(Advanced) Certificate HackerRank January 2026

- Earned certification by successfully completing an advanced SQL skills test focused on query writing.
- Demonstrated proficiency in JOINS, subqueries, window functions, and advanced aggregations.

Professional Certificate in Data Science Newton School April 2025

- Currently enrolled in a Data Science program at Newton School ,completed modules in SQL, Advanced Excel, and Power BI, including hands-on project work.
- Applied data analysis, visualization, and reporting techniques on real-world datasets.

Introduction to Data Analytics Simplilearn

March 2024

- Covered fundamentals of data analysis, data handling, and analytical concepts.
- Gained basic exposure to Excel, SQL, and data-driven decision-making.

SKILLS

Data Tools: Power BI, Power BI

Software Packages: Excel, MySQL, Excel

Others: Spreadsheet