



SOURAV KUMAR

Nationality: Indian Date of birth: 13/01/2001 Gender: Male

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Home: Vill. Prem Nagar P.O. Asron, 144533 Balachaur, S.B.S. Nagar, Punjab (India)

Other: Vill. Kambala Near JLPL Industrial Area, Sector 82, 160055 S.A.S. Nagar, Punjab (India)

ABOUT ME

I am Sourav Kumar, an ambitious and detail-oriented Data Management Executive with a proven track record of delivering results in fast-paced environments. With a solid background in data management and analytics, I thrive on utilizing technology to drive efficiency and optimize processes.

• Professional Background:

Currently, I am serving as a Data Management Executive (DME) at Crius Group of Companies, where I am instrumental in overseeing data integrity, analysis, and reporting. Prior to this role, I gained valuable experience as a Senior Executive at Conneqt Business Solutions Limited, honing my skills in data processing.

• Education:

I am pursuing a Bachelor of Arts degree from Amity University, focusing on enhancing my analytical and critical thinking abilities. I completed my Senior Secondary education from the Punjab School Education Board, where I developed a strong academic foundation.

I am passionate about leveraging my skills to contribute effectively to dynamic teams and drive impactful outcomes through data-driven insights.

WORK EXPERIENCE

Position - Data Management Executive (DME)

Employer - **CRIUS GROUP OF COMPANIES** [03/10/2023 - Current]

City: Mohali | Country: India | Name of unit or department: ERP - Business or sector: Manufacturing

Responsibilities :

- Managing Google Sheets for easy locating,
- Updating data in Google Sheets in real-time,
- Creating analysis reports as per the HOD's requirements,
- Developing Google Sheets for Head Office and Manufacturing Plant,
- Conducting WhatsApp broadcasts for marketing persons.

Position - Senior Executive

Employer - **CONNEQT BUSINESS SOLUTIONS LIMITED** [03/09/2020 - 28/09/2023]

City: Mohali | Country: India | Name of unit or department: MIS - Business or sector: Information and communication

Responsibilities :

- Preparing live complaint data every hour,
- Processing APR & Performance Report Analysis,
- Analyzing performance reports by agent and center,
- Generating client reports & Daily Comparison Reports,
- Preparing Schedule Adherence and Shrinkage reports,
- Bulk closure of resolved complaints.

EDUCATION AND TRAINING

Qualification - Matriculation (10th)

Board - **Punjab School Education Board** [2015 - 2016]

City: Asron, S.B.S. Nagar | Country: India | Final grade: 69.23 %

Qualification - Senior Secondary (12th)

Board - Punjab School Education Board [2017 - 2018]

City: Roop Nagar | Country: India | Field(s) of study: Commerce | Final grade: 51.55 %

Qualification - Bachelor of Arts

University - Amity University [2022 - Current]

City: Noida, UP | Country: India | Field(s) of study: Arts and Humanities

CURRENTLY USING TOOLS

Google Sheets

Google Docs

Google Slides

Google Forms

Looker Studio

MS Office

ChatGPT

PharmaCloud by Soham ERP

Smarten by Soham ERP

STRENGTH

Open for learning quick grasping power

Ability to work Smoothly in Pressure

LANGUAGE SKILLS

Mother tongue(s): Hindi

Other language(s): English | Punjabi

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

Mohali, Punjab

Sourav Kumar

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