

MANMOHAN JENA

Ring Road, Khannagar,

Cuttack-12, Odisha.

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MIS & IT Executive with over 22 years of experience in MIS Automation, MIS Reporting and analyzing business data. Using various tools like MS-Access, VBA & Excel. A team oriented professional with significant hands on experience installing, troubleshooting and supporting information systems.

PROFESSIONAL EXPERIENCE

Corporate Risk Solution (P) Ltd. *Sr. Support Officer*

Cuttack, Odisha
May 2018 – Till date

- MIS report automation (Advanced Excel functions & Formulas).
- Data Management (Excel & Access).
- Billing (CAMS & Excel).
- Office Administration.
- IT Support to Office Staff.

Srinivasa Medical Agencies *IT & MIS Executive*

Rourkela, Odisha
May 2015 – Feb 2018

- Invoicing, Purchase Order, Purchase Entry (SWIL – Unisolve software)
- MIS report automation. MIS report generation.
- Access database application development (Access & VBA and Foxpro).
- Software installation and trouble shooting.

Newpark Drilling Fluids India Pvt. Ltd. *Database developer*

Mumbai, MH
June 2008-March 2015

- Development & maintenance of Field reporting tools for drilling fluids using VBA, MS ACCESS.
- Development & maintenance of Inventory Management database application.
- Working closely with Client, multiple stakeholders to understand the requirements and provide the optimum solution based on MS-ACCESS, VBA and Excel for their requirements.
- Imparted database application usage training to end users (Drilling Fluid Engineers)
- Responsible for testing functionality of various database application tools.
- IT support to office staffs.
- Remote IT support to field staffs. Responsible for IT asset tracking.

Indepesca Overseas Pvt. Ltd. (IT Div), *MIS Business Analyst*

Mumbai, MH
Feb 2006-May 2008

- Database application development for MIS report automation using VBA, MS ACCESS.
- Create customized templates and assist in automation process using MS-Access, VBA and MS-Excel.
- Writing the Access SQL queries.
- Working closely with Client, multiple stakeholders to understand the requirements and provide the optimum solution based on VBA and ACCESS for their requirements.
- Responsible for testing functionality of various database application tools.
- Analyze raw data and provide the metrics and meaningful data to the business and users.
- Worked with SAP BI 7 (MM module) implementation team as a team member.
- Train MIS executives.

- Provide input into developing and modifying systems to meet client needs and develop business specifications to support these modifications.
- Liaise between business and technical personnel to ensure a mutual understanding of processes and applications.

WINGS
Senior Executive-MIS

New Delhi
Aug 2004-Dec 2005

- Database application development for MIS report automation using VBA, MS ACCESS.
- Create customized templates and assist in automation process using MS-Access, VBA and MS-Excel.
- MIS reporting. Writing the Access SQL queries.
- Manage a team of five members for EDP team for data Processing Jobs.

Scrut Scan Consultants Pvt Ltd
MIS Executive

New Delhi
Jul 2000-jul 2004

- Database Application development in FoxPro and MS-Access. Preparing MIS of different portfolios and Data Analysis.
- Manage a team of five members for EDP team and Data Processing Jobs.

EDUCATIONAL QUALIFICATION

- 1987 B.Sc. Rourkela Municipal College, Orissa, India. Secured 57%, Distinction
- 1982 High School Certificate Exam. , SGUV, Rourkela, Orissa. Secured 70.3%, First class

TECHNICAL QUALIFICATION

- 1995 **Diploma in Computer Management** from DATAPRO, Rourkela Centre
- 1999 Certified from CEP, IIT, Kharagpur for course on **RDBMS Design & Oracle** from EL – NET, Rourkela Study Centre

COMPUTER SKILLS

Databases	: MS-Access (2003,2007), Oracles 7 & Foxpro.
Languages	: VBA, PL-SQL
Operating systems	: Windows XP / Windows 7 / Windows 8 / Windows 10
Business Intelligence	: SAP BI 7.0.(not certified)
Other Tools	: MS-Excel, Word, MS-Outlook and Power Point.

PERSONAL INFORMATION

Date of Birth: 27th May 1966
 Language Known: English, Hindi, Oriya
