

JITENDRA RAO

MIS Analyst | MIS Executive | Data Analytics & Reporting | Business Intelligence | AI-Powered Automation

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PROFESSIONAL SUMMARY

Results-driven MIS Analyst and Reporting Specialist with 11+ years of progressive experience in MIS reporting, data analytics, business intelligence, and process automation across BFSI, manufacturing, and services sectors. Proven track record of building end-to-end MIS frameworks, automated dashboards, and real-time reporting systems for Sales, HR, Finance, Audit, and Operations departments at leading organizations including AU Small Finance Bank, Tata Motors Finance, and Tata Capital. Expert in Advanced Excel (Pivot Tables, VLOOKUP, XLOOKUP, INDEX-MATCH, SUMIFS, Array Formulas, Conditional Formatting, Data Validation, Power Query, Macros) and Power BI Dashboards. Currently expanding expertise in SQL, Python (Pandas), and Power BI DAX through hands-on projects and continuous self-learning. Skilled in leveraging AI tools (ChatGPT, Claude AI, Microsoft Copilot, Gemini, Perplexity) for VBA code generation, formula automation, report scripting, and workflow optimization. Deeply passionate about exploring new AI technologies, websites, and apps to discover innovative ways to automate workflows, enhance productivity, and solve complex business problems. Reduced manual reporting effort by 70% through automation and reusable templates. Adept at transforming raw data into actionable insights, executive-level presentations, and strategic reports that drive business decision-making. Active self-learner and technology enthusiast with a personal brand as an Excel Trainer through YouTube (@excelkeys) and a tutorial website (exceltutorial.org).

CORE COMPETENCIES & TECHNICAL SKILLS

MIS & Reporting: MIS Reporting (Daily/Weekly/Monthly/Quarterly/Annual) | Dashboard Development | Data Collection & Validation | Report Automation | Data Reconciliation | Variance Analysis | KPI Tracking | Executive Reporting & Presentations | Process Documentation

Data & Analytics: Data Analytics | Business Intelligence | People Analytics | HR Analytics | Sales Analytics | Financial MIS | Workforce Planning | Attrition Analysis | Headcount Analysis | Talent Acquisition Metrics | L&D Analytics | Budget vs. Actual Analysis

Advanced Excel: Pivot Tables | VLOOKUP | XLOOKUP | INDEX-MATCH | SUMIFS | COUNTIFS | LAMBDA | LET | Array Formulas | Conditional Formatting | Data Validation | Named Ranges | Dynamic Charts | Sparklines | What-If Analysis | Goal Seek | Scenario Manager | Custom Number Formatting | Tables & Structured References

Automation & Macros: Excel Macros (Recording & Editing) | VBA Code Generation via AI Tools | Power Query (ETL, Data Transformation, Append, Merge) | Automated Report Distribution | Scheduled Data Refresh | Email Automation

Power BI & Visualization: Power BI Desktop | Interactive Dashboards | DAX (Learning) | Data Modeling | Drill-Through Reports | Slicers & Filters | Row-Level Security | Power BI Service (Publish & Share)

SQL & Database: SQL Queries (Learning) | Joins (Inner, Left, Right) | Subqueries | GROUP BY | Aggregate Functions | Data Extraction from Databases | MS Access

Python & Scripting: Python Basics (Learning) | Pandas | NumPy | Data Cleaning & Manipulation | Automation Scripts | CSV/Excel File Processing

AI-Powered Productivity: ChatGPT | Claude AI | Microsoft Copilot | Google Gemini | Perplexity AI | AI-Assisted VBA Code Generation | AI Formula Writing | AI Report Automation | Prompt Engineering for Data Tasks | Actively Exploring New AI Tools, Websites & Apps for Workflow Automation & Productivity Enhancement

Tools & Platforms: SAP HCM | ERP Systems | CRM Software | QuickBooks | Tally ERP | Google Sheets | Google Data Studio | MS PowerPoint | MS Word | MS Outlook | SharePoint

Soft Skills: Stakeholder Management | Cross-Functional Coordination | Executive Presentation & Storytelling | Attention to Detail | Problem-Solving | Time Management | Team Collaboration | Process Improvement | Analytical Thinking

PROFESSIONAL EXPERIENCE

Assistant Manager - MIS & Sales Coordinator | Business Dept. (TASC Channel)

Dec 2025 - Present

AU Small Finance Bank

- Lead end-to-end PAN India MIS reporting for TASC Channel, delivering Daily, Monthly, and Yearly performance dashboards to National Manager, CBMs, and Regional Heads across all zones.
- Build and distribute Region-wise RM Performance MIS tracking login volumes, conversion rates, disbursement figures, and sales productivity metrics using Advanced Excel, Pivot Tables, and Power Query.
- Manage the Mapped Book Tracker ensuring accurate customer-RM mapping; coordinate with 40+ field RMs for real-time data updates, reconciliation, and error resolution.
- Automate recurring MIS reports using Power Query ETL pipelines and Excel Macros, reducing manual data processing time by 60% and eliminating data entry errors.
- Generate AI-assisted VBA scripts using ChatGPT and Claude AI to automate complex report formatting, email distribution, and data consolidation tasks.
- Act as central MIS coordinator between field sales teams and senior leadership, enabling data-driven sales strategy, performance reviews, and target-setting decisions.
- Create executive-level PowerPoint presentations summarizing sales trends, regional comparisons, and KPI performance for quarterly business reviews.

Assistant Manager - People Analytics | HR Department

Feb 2025 - Dec 2025

AU Small Finance Bank

- Spearheaded HR Analytics and People Analytics initiatives, building automated workforce dashboards for real-time HR decision-making across 500+ branches.
- Designed interactive Excel dashboards using Pivot Tables and Power Query to track key HR KPIs including attrition rate, headcount movement, hiring funnel metrics, and Budget vs. Actual variance analysis.
- Built Power BI dashboards with DAX calculations for visual HR reporting, enabling CHROs and business leaders to monitor workforce trends across departments and locations.
- Created reusable MIS reporting templates and automation frameworks, reducing manual HR reporting effort by up to 70% and improving data accuracy.
- Presented data-driven workforce insights and strategic recommendations to CHROs, HR Business Partners, and Business Heads through executive PowerPoint presentations.
- Leveraged AI tools (ChatGPT, Claude AI, Microsoft Copilot) for advanced formula generation, VBA automation scripts, and process optimization.

People Analytics Specialist & HR Data Analyst

Dec 2022 - Feb 2025

Tata Motors Finance Limited

- Managed employee master data lifecycle in HRIS (SAP HCM), ensuring 100% data accuracy through systematic quality assurance checks and regular audits.
- Created employee codes, conducted KYC verification, and maintained compliance documentation for new hires and existing employees across multiple locations.
- Generated and analyzed Daily, Weekly, and Monthly HR MIS reports covering attendance analytics, attrition trends, payroll reconciliation, and workforce planning metrics.
- Automated repetitive data extraction and report generation tasks using Advanced Excel and Power Query, improving team productivity by 50% and reducing turnaround time.
- Developed standardized MIS templates for HR operations, enabling consistent reporting across departments and reducing ad-hoc report requests by 40%.
- Collaborated with HR Business Partners and department heads to provide data-driven insights for talent retention, compensation benchmarking, and succession planning.

MIS Executive - Learning & Development Analytics

2017 - 2022

Tata Capital (Conneqt Business Solutions Limited)

- Managed end-to-end MIS and reporting for Tata Capital Financial Services Retail L&D team across PAN India, supporting 5,000+ employees and 10,000+ training records.
- Created interactive visual dashboards and automated reports in Advanced Excel, enabling stakeholders to make quick, data-informed business decisions on training effectiveness.

- Tracked and reported on key L&D metrics including Active Employee Training Coverage, Exit Employee Tracking, LMS Usage Analytics, Training ROI, and compliance completion rates.
- Automated training calendar mapping, mailer triggers, learning absorption evaluation reports, and assessment score tracking using Excel Macros and Power Query.
- Produced Monthly, Quarterly, and Annual L&D MIS Reports with Manager-level summaries on team performance, training effectiveness, and skill gap analysis.
- Reduced manual report preparation time by 65% through automation of recurring reports and standardized templates.

Account Assistant

2016 - 2017

Indevia Accounting Pvt. Ltd.

- Managed end-to-end financial reporting and bookkeeping using QuickBooks for a cloud-based accounting firm, ensuring data integrity through systematic validation.
- Generated financial output reports, reconciliation statements, and MIS summaries for management decision-making and client reporting.

Account Assistant & MIS Executive

2015 - 2016

Richfeel Health and Beauty Pvt. Ltd.

- Managed bookkeeping using Tally ERP, handled financial transactions, daily stock counts, inventory tracking, and MIS reporting to Head Office.
- Generated Daily and Monthly MIS reports on sales performance, inventory movement, and branch operations for management review and strategic planning.

KEY ACHIEVEMENTS

- Reduced manual MIS and HR reporting time by 70% through Excel automation, Power Query ETL pipelines, VBA Macros, and reusable dashboard templates at AU Small Finance Bank.
- Built PAN India MIS reporting framework from scratch for TASC Channel, covering 40+ RMs across all regions with daily, weekly, and monthly automated reports.
- Designed executive-level dashboards in Excel and Power BI adopted by CHROs, National Managers, and Business Heads for strategic workforce and sales planning.
- Created automated attendance, attrition, payroll analytics, and headcount tracking system at Tata Motors Finance, serving HR operations across multiple locations.
- Developed comprehensive L&D analytics and reporting framework for 10,000+ employees at Tata Capital across PAN India with 100% on-time report delivery.
- Built a personal brand as an Excel Trainer with a YouTube channel (@excelkeys), tutorial website (exceltutorial.org), and published 100+ Excel tutorial articles.
- Successfully leveraged AI tools to generate VBA code, automate complex Excel workflows, and reduce report development time by 80% without manual coding.

EDUCATION

Bachelor of Commerce (B.Com) - Mumbai University	2015
Higher Secondary Certificate (HSC) - Mumbai University	2012
Senior Secondary Certificate (SSC) - Mumbai University	2010

CERTIFICATIONS & CONTINUOUS LEARNING

- AI-Powered Productivity & Exploration: Proficient in using ChatGPT, Claude AI, Microsoft Copilot, Google Gemini, and Perplexity AI for VBA code generation, formula automation, and report scripting. Deeply passionate about discovering and testing new AI tools, websites, and apps to find innovative automation solutions for real-world business challenges.

- Microsoft Excel Expert & Trainer: Content creator with a dedicated YouTube channel (@excelkeys) and professional tutorial website (exeltutorial.org) for Advanced Excel education, serving thousands of learners.
- Currently Learning & Upskilling: Actively building skills in SQL (Queries, Joins, Data Extraction), Python (Pandas, Automation), and Power BI DAX through hands-on projects, online courses, and AI-assisted learning.

LANGUAGES

Hindi (Fluent) | Marwadi (Fluent) | Gujarati (Intermediate) | English (Professional Working Proficiency) | Marathi (Conversational)