

MOHANKUMAR SRIVATSAN

D-1102, Anutham Veena CHS Ltd, 90 Feet Road, Sane Guruji Nagar, Opp. Maratha Mandal Hall, Mulund (East), Mumbai – 400081

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Date of Birth: 28 May 1993 | Nationality: Indian | Marital Status: Single

OBJECTIVE

Motivated and detail-oriented professional seeking opportunities in Administrative or Data-Driven roles where I can utilize my analytical, technical, and organizational skills to contribute to business growth and operational efficiency.

EDUCATION

Bachelor of Commerce (B.Com)

University of Mumbai

Year of Completion: 2023

SKILLS

Technical Skills: Advanced Excel, Power BI, SQL (Oracle – Basic), Tally ERP

Computer Skills: MS-CIT Certified, English Typing – 30 WPM

CERTIFICATIONS / ONLINE COURSES

Business Analytics with Excel

ChatGPT for Data Analytics

Excel Formulas & Functions (Data Analyst 101)

Introduction to Tableau

Apache Spark for Data Analytics

Python for Beginners

Minitab Basics

Introduction to Data Analytics

WORK EXPERIENCE

Customer Associate – Reliance Retail (JioMart) | Duration: 1.5 Years

- Handled customer queries and billing using POS systems
- Monitored and updated daily order metrics (Received, Dispatched, Pending)
- Maintained operational records and reports for tracking performance
- Coordinated with team members for smooth store operations

Associate – IDFC First Bank | Duration: 9 Months

- Supported daily banking operations and documentation

- Assisted customers with service requests and banking queries
- Maintained records and ensured process accuracy

Customer Associate – TBSS | Duration: 7 Months

- Managed customer interactions and resolved queries efficiently
- Assisted in day-to-day store operations

LANGUAGES

Tamil, English, Marathi, Hindi

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge and can be supported with valid documents if required.

(Mohankumar Srivatsan)