

# MUZAFFAR KALYANI

+971522551648 | muzaffarkalyani2000@gmail.com  
linkedin.com/in/contactmuzaffarkalyani  
Dubai, Karama, UAE



## PROFILE SUMMARY

Dedicated and detail-oriented MIS Executive with hands-on experience in data management, reporting, and inventory tracking. I am skilled in Advanced Excel and Power BI with a strong foundation in business administration and data-driven decision-making. Proven ability to work cross-functionally, generate actionable insights, and maintain data integrity. I am currently seeking to contribute my skills and grow within a dynamic organization in the UAE.

## PROFESSIONAL EXPERIENCE

NMB Apparels | MIS Executive India | Aug 2024 - April 2025

- Data Management: Collect, maintain, and update production and inventory data in Excel for accurate reporting. Helped the management understand business performance by tracking key metrics.
- Tracking updating key metrics like Production and Inventory.
- Reporting: Prepare daily, weekly, and monthly MIS reports for management to track performance, order status, and vendor delivery schedules. Using excel tools like VLOOKUP, XLOOKUP, Pivotable, Conditional Formatting and other formulas
- Vendor Support: Maintain vendor records (like Arvind Lifestyle, Raymonds, Net play) and assist in tracking their order status .
- Designed easy-to-use dashboards to show sales trends, order status, and vendor performance.

## CORE SKILLS

- Advanced Excel (VLOOKUP, XLOOKUP, Pivot Tables, Dashboards)
- Power BI Data Visualization
- MIS Reporting Performance Tracking
- Vendor Management Coordination
- Documentation
- Data Cleaning Analysis
- Communication
- Time Management

## EDUCATION

Bachelor of Business Administration (BBA) Karnataka University, Dharwad | Aug 2024  
CGPA: 7.2

---

CERTIFICATIONS

• Advanced MS Excel	LCC Institute   Dharwad   Aug 2024
• Data Analysis s Visualization with Power BI	Microsoft   Coursera   Jun 2024
• Excel Basics for Data Analysis	IBM   Coursera   Apr 2024

---

PROJECT

Believe Pvt. Ltd   <i>A COMAPEHENSIVE ANALYSIS OF AMAZON SALES DATA.</i>	India   April 2024
<ul style="list-style-type: none"><li>• <b>Sales Trends Analysis:</b> Identified Q1 as the peak sales period with a 3.50% year-over-year growth, but noted declines in June, July, and November, especially June with an 11.85% drop.</li><li>• <b>Category Insights:</b> Body sprays showed the highest growth (5.22%), while personal care units experienced a decline (1.35%) in volume.</li><li>• <b>Strategic Recommendations:</b> Suggested targeted marketing for low-sales months, innovation in cosmetics, diversification of personal care products, and expanded promotion of body sprays with regular sales monitoring.</li></ul>	

---

ADDITIONAL INFORMATION

- **Languages:** English, Kannada, Hindi
- **Interests:** Learning New Skills, Traveling.
- **Availability:** Immediate
- **Visa:** Visit Visa: 09/07/2025
- **Passport no:** V650742G
- **DOB:** 30/11/2000
- **Marital Status:** Single
- **Nationality:** Indian