RAHUL JAT

Senior MIS Executive | Business Analyst | Client Relationship Management

Jaipur, Rajasthan, India • rahul.jat00985@gmail.com • SQL • Power BI • Python • Advanced Excel •

■ PROFESSIONAL SUMMARY

Results-driven MIS Executive and Business Analyst with 2+ years of experience delivering data-driven reporting, workflow automation, and client relationship management across EdTech and SaaS environments. Proven ability to design Power BI dashboards and automated MIS frameworks that reduce manual effort and accelerate decision-making. Skilled at bridging the gap between technical data operations and business stakeholder needs — turning raw data into clear, actionable insights.

■ PROFESSIONAL EXPERIENCE

Senior MIS Executive — CollegeDekho (GirnarSoft) · Client: Jaipur National University

May 2025 – Present | Jaipur

- Oversee end-to-end MIS operations and reporting automation across 5 university campuses — JNU, Jagannath University, JIIMS, JU Jaipur, and JU Bahadurgarh — ensuring data accuracy and on-time delivery to senior leadership.
- Architected interactive Power BI dashboards and KPI report suites, consolidating data from multiple campus sources and enabling management to track enrolment, operations, and performance metrics in real time.
- Automated recurring MIS workflows using Excel VBA and SQL stored procedures, cutting manual reporting turnaround by an estimated 60% and significantly reducing data-entry errors.
- Act as the primary client liaison between CollegeDekho and university stakeholders — proactively resolving escalations, clarifying data discrepancies, and maintaining high client satisfaction across all campuses.
- Conducted operational data analysis to surface enrolment trends, campus performance gaps, and resource allocation opportunities, providing management with data-backed recommendations.

MIS Analyst & Customer Success Associate — Axestrack Software Solutions Pvt. Ltd.

Mar 2024 – May 2025 | Jaipur

- Designed and maintained a suite of MIS dashboards and management reports, giving leadership real-time visibility into vehicle tracking KPIs, fleet utilization, and customer activity metrics.
- Wrote and optimized complex SQL queries for data extraction, transformation, and root-cause analysis, reducing data retrieval time and supporting weekly business reviews.
- Automated high-frequency reporting workflows with Excel VBA macros, eliminating 10+ hours of manual effort per week while improving report consistency and reliability.
- Partnered directly with clients to gather business requirements, diagnose operational issues, and deliver tailored data solutions — contributing to improved retention and customer satisfaction scores.
- Collaborated cross-functionally with product, operations, and sales teams to streamline data pipelines and align reporting outputs with evolving business objectives.

■ TECHNICAL SKILLS

Data & BI Tools: Power BI, Tableau, MS Excel, Excel VBA, SQL, Python, Apps Script

Reporting & MIS: Dashboard Development, KPI Reporting, MIS Automation, Data Visualization, Process Automation

Business Analysis: Requirement Gathering, BRD & FRD Documentation, Stakeholder Management, Workflow Optimization

Soft Skills: Client Relationship Management, Cross-Functional Collaboration, Problem Solving, Communication

■ EDUCATION

Master of Computer Applications (MCA) — Computer Science — ICFAI University, Jaipur *2022 – 2024*

Bachelor of Science (B.Sc.) — Mathematics — Maharshi Dayanand Saraswati University, Ajmer *2019 – 2022*

■ CERTIFICATIONS

› Data Science Masters Certificate — PW Skills

› Power BI Job Simulation — PwC Switzerland (August 2024)