

CHANDAN VARIYA

(Central MIS Executive | MIS Lead | Data Analyst)

<https://variychandan.github.io/>

<http://www.linkedin.com/in/chandan-variya-713a57293>

variychandan223@gmail.com

<https://github.com/VARIYACHANDAN>

PUNE-INDIA

+91 814095 0619

PROFILE SUMMARY

Results-driven Central MIS Executive with **4+ years of experience in MIS reporting, business intelligence, and process automation**. Currently leading company-wide MIS operations across 5 departments at Guhilot Enterprise.

Delivered **251+ reports annually with 85% within 2 days TAT**, while **automating 90% of manual reporting systems into live dashboards**.

Experienced in cross-department coordination, team training, and reporting strategy, with a strong focus on reducing turnaround time from 24 hours to few hours through automation and system improvements.

Seeking Team Leader / MIS Manager / Data Analytics Lead roles to drive business performance and build scalable MIS systems.

Recognized for building scalable MIS systems and enabling data-driven decision-making across organizational levels.

SKILLS

CORE TOOLS	POWER BI	ADVANCED EXCEL		
AUTOMATION	VBA - MACROS	POWER QUERY	POWER AUTOMATE	
CORE SKILLS	MIS REPORTING	DASHBOARD DEVELOPMENT	DATA ANALYSIS	PROCESS AUTOMATION
PLATFORMS	MICROSOFT 365 (Teams, SharePoint, OneDrive, Outlook)			
FAMILIAR	TABLEAU	MYSQL	HTML	CSS
OTHER	AI TOOLS (For Analysis & Automation Support)			

WORK EXPERIENCE

1. GUHILOT ENTERPRISE

CENTRAL MIS Executive

(MAY,2025-PRESENT)

- Promoted from department MIS role to Central MIS (company-wide responsibility).
- Delivered 251+ reports (2025–26) across Client + Operations
 - 72% within 1 day | 85% within 2 days
- Managed MIS operations for 300+ employees across 5 departments, directly supporting 20+ stakeholders (TLs, Managers, HOD) and collaborating with cross-functional teams.

Key Contributions:

- Automated 90% of Excel trackers into live dashboards
- Built Power BI dashboards & scorecards for management decision-making
- Standardized reporting across departments
- Conducted Advanced Excel training for Team Leaders
- Provided real-time and on-demand reporting support

Operational Ownership:

- Managed internal tracking systems & workflows
- Handled incentive calculations (DME)
- Maintained weekend work & comp-off data
- Supported HR reporting requirements

MIS Executive & Data Analyst

(JUN,2024-APR,2025)

- Managed RAS department reporting (daily/weekly/monthly)
- Built automation systems using Excel, Power BI & VBA
- Developed error tracking & performance monitoring systems
- Improved reporting efficiency and reduced manual effort.

2. TATA MOTORS - SHREEJI AUTOMART PVT.LTD.

TEAM LEADER

(NOV,2022-SEP,2023)

- Maintained data and records of team members and provided necessary information.
- Monitor and assess individual and team performance against targets.
- Analyse market trends, customer feedback, and competitor activities.
- Work with upper management to develop sales strategies aligned with company objectives.

CUSTOMER ADVISOR

(AUG,2022-OCT,2022)

- Explain the car thoroughly using FRSSST
- Share the car's price and offers with the customer
- Participate in commercial negotiations.
- Maintained good customer service after selling the car.

3. MARUTI SUZUKI – NEXA - KIRAN MOTORS PVT.LTD.

RELATIONSHIP MANAGER

(JAN,2022-AUG,2022)

- Generate new leads and initiate cold calling efforts.
- Explain the car thoroughly using FRSSST.
- Share the car's price and offers with the customer.

4. GRUHAM DEVELOPERS PVT. LTD.

BUSINESS DEVELOPMENT MANAGER

(APR,2021-DEC,2021)

- Ensure attendance at property visits and sample house showcases.
- Provide comprehensive information on amenities and unique benefits of bungalows.
- Initiate cold calling efforts to expand outreach.
- Utilize online marketing tools to enhance digital presence.

KEY ACHIEVEMENTS & LEADERSHIP IMPACT

- Delivered **251+ MIS reports annually** across Client and Operations, maintaining high consistency and accuracy across 5 departments
- Improved MIS turnaround time from **~1 week to 24 hours**, with a roadmap to achieve **same-day (few hours) reporting** through automation and process optimization
- Automated **90% of manual Excel-based reporting systems** into structured and scalable solutions, significantly reducing manual effort and dependency
- Managed MIS operations for **300+ employees**, supporting **20+ stakeholders (Team Leaders, Managers, HOD)** and ensuring timely data availability for decision-making

DASHBOARD & REPORTING ARCHITECTURE

- Designed and developed **role-based Power BI dashboards** for different management levels:
- **Team Leader Level:**
Created individual dashboards for each TL, enabling **real-time tracking of team members' performance and KPIs**
- **Manager Level:**
Built department-level dashboards combining **user + Team Leader performance**, acting as a **complete department performance tracker**
- **HOD Level:**
Developed **centralized dashboards covering all 4 departments**, providing a **holistic business view for strategic decision-making**

PROCESS IMPROVEMENT & MIS LEADERSHIP

- Built and implemented **Power BI dashboards & performance scorecards**, enabling management to track KPIs and make faster, data-driven decisions
- Played a key role in **standardizing reporting frameworks** across departments, improving data consistency, visibility, and operational alignment
- Identified **reporting gaps in low-engagement departments (RCM, HR)** and proposed improvements to increase MIS adoption and efficiency
- Conducted **Advanced Excel training sessions for Team Leaders**, improving reporting understanding and reducing dependency on MIS
- Contributed to **MIS strategy planning**, including team expansion, process improvement, and transformation towards a centralized analytics function

EDUCATION

CERTIFICATION

BACHELOR OF COMMERCE (JULY,2021) VEER NARMAD SOUTH GUJARAT UNIVERSITY - SURAT	TOPS TECHNOLOGIES PVT.LTD. – AHMEDABAD (MAY,2024) DATA ANALYTICS CERTIFIED COURSE						
<ul style="list-style-type: none">➤ VIVEKANAND COLLEGE OF COMMERCE - SURAT➤ ADVANCED ACCOUNTING & AUDITING➤ BUSINESS STATISTICS	<table border="1"><tr><td>POWER BI</td><td>PYTHON</td><td>MYSQL</td><td>M.S. OFFICE</td><td>STATISTICS</td><td>TABLEAU</td></tr></table>	POWER BI	PYTHON	MYSQL	M.S. OFFICE	STATISTICS	TABLEAU
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