



# PRASHANT PARDESHI

Microsoft Certified Trainer

I am a CEO of Tech and Training Corporate Solution Pvt Ltd with 12+ experience in corporate training, I'm highly proficient in Microsoft Training.

## MY CONTACT

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📍 Gansoli, Navi Mumbai

## CORE QUALIFICATIONS

- Data Management
- Data Entry
- Pivot Table Development and Management
- Process Improvement
- Reporting
- RDBMS : MS Access 2003, MySQL
- Office Productivity Tools : MS Office, Excel VBA and Office 365
- OS : Xp, Vista, Windows 7, 8 & 10
- Languages : C, C++, VB.net

## EDUCATION

Bachelor of Engineering: Smt. Indira Gandhi College of Engineering, Navi Mumbai-400709.

Excel Expert with success in maintaining and organizing data, including dictionaries, metadata repositories, and cross-reference indexes across a broad range of industries. Skilled in VLOOKUP formula development, Pivot Table generation, and Pivot reporting. Demonstrated ability to use critical and strategic thinking to resolve discrepancies, fill gaps, and sustain quality control benchmarks.

Have an experience of 12 plus years and has worked with large corporates like Times of India, Times Now, Viacom 18, NEO Sports Broadcasting Pvt. Ltd., Med know Publications and Media Pvt. Ltd., The Leela Hotel, Shopper Stop, Kalpataru Limited, Schindler India Pvt. Ltd., Pantaloons, Cipla Ltd, Maersk Line to name a few

## PROFESSIONAL EXPERIENCE

### EXCEL EXPERT

27-April-2017

### TECH AND TRAINING CORPORATE SOLUTIONS PVT. LTD

- Microsoft Word (Beginners, Intermediate & Advanced)
- Microsoft Excel (Beginners, Intermediate & Advanced)
- Excel VBA
- Microsoft PowerPoint (Beginners & Advanced)
- Microsoft Access (Beginners & Advanced)
- Microsoft Outlook
- PowerPivot / PowerBI / PowerView
- Internet (Beginners & Advanced Search Techniques)
- Compile and generate spreadsheets capturing key data related to company's active contracts.
- Research, update, and validate data underlying spreadsheet production; strategically fill gaps.
- Create pivot tables and modify spreadsheets to achieve analytical goals.
- Manage spreadsheets and maintain data currency to ensure accurate data availability for managers and decision-makers.
- Develop and implemented standard operating procedures to bridge data gaps and resolve related issues.