



PURUSHOTH M

SENIOR MIS REPORTING ANALYST

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ABOUT ME

Results-driven **Senior MIS Reporting Analyst** with nearly **5 years of experience** in **MIS Reporting, Data Analysis, Dashboard Development, and Reporting Automation** across **Procure-to-Pay (P2P)** and **Healthcare Operations**. Proficient in **Advanced Excel, Power BI, Power Query, SQL, SAP, and IBM Cognos Analytics**. Experienced in creating **impactful reports and dashboards**, analyzing **large datasets**, automating **reporting processes**, and providing **accurate insights** to support **business decisions** and improve operational efficiency.



WORK EXPERIENCE

● **GENPACT PVT LTD** SENIOR REPORTING ANALYST

AUG 2025 - CURRENT

- Managed **end-to-end MIS Reporting** for **Procure-to-Pay (P2P)** operations by delivering accurate **Daily, Weekly, Monthly, and Ad-hoc Reports** within defined SLAs.
- Developed and maintained **interactive Power BI Dashboards, KPI Dashboards, and Executive Summary Reports** to provide real-time visibility into operational performance.
- Automated recurring reports using **Advanced Excel, Power Query, Power Pivot, Pivot Tables** and **Excel Macros** to reducing manual effort and reporting turnaround time.
- Extracted, transformed, validated, and analyzed data from **SAP, Salesforce**, and multiple data sources to generate business-critical reports.
- Created and published **PO Reports, Open PO Reports, PO Aging Reports, Invoice Processing Reports, Invoice Aging Reports, and Blocked Invoice Reports** to monitor P2P operations.
- Performed **data validation, data cleansing, reconciliation, and master data quality checks** to ensure reporting accuracy and data integrity.
- Prepared and maintained **SLA Reports, KPI Reports, Productivity Reports, Volume Trend Reports, and Performance Scorecards** to track operational efficiency and compliance.
- Tracked and analyzed **Purchase Orders, Invoices, Vendor Payments, and Procurement KPIs** to improve operational visibility and process performance.
- Collaborated with **Procurement, Accounts Payable, Business Operations**, and stakeholders to deliver actionable MIS reports and reporting solutions.
- Supported **Month-End, Quarter-End, and Year-End Closing** activities by delivering accurate reports within committed timelines.

ACCENTURE SOLUTION PVT LTD MIS ANALYST

JAN 2023 - AUG 2025

- Developed and maintained **Member Enrollment** Reports to track new enrollments, active members, terminations, and coverage status.
- Analyzed **Enrollment Data** to monitor **member additions, disenrollments**, eligibility status, **plan selection**, and **coverage periods**.
- Created **Daily, Weekly, and Monthly** Enrollment MIS Reports highlighting **enrollment volumes, trends**, and **operational performance**.
- Generated **Enrollment Reconciliation** Reports by validating member data across multiple systems to ensure accuracy and completeness.
- Built dashboards to track **Member Enrollment KPIs**, including **new enrollments, active membership count, enrollment turnaround time (TAT)**, and **exception volumes**.
- Performed **data validation** and **quality checks** on enrollment files to identify duplicates, missing information, and eligibility discrepancies.
- Prepared **Eligibility** and **Enrollment Status Reports** to support healthcare operations and business stakeholders.
- Tracked and analyzed **Purchase Orders, Invoices, Vendor Payments**, and **Procurement KPIs** to improve operational visibility and process performance.
- Analyzed **Member Enrollment Data** to support reporting requirements for **health plans, policies, benefits**, and **coverage changes**.

RESOURCE SQUARE SOLUTION PVT LTD JUNIOR MIS ANALYST SEP 2021 - JAN 2023

- Worked as a contract-based MIS Executive for Accenture through **Resource Square**



TECHNICAL SKILLS

- **Database:** SQL Server / IBM DB2 - SQL (basic to intermediate queries)
- **Data Analysis & Reporting:** Excel (Advanced Level)
- **Advanced Excel:** Pivot Table, Advanced Functions (H/V/X/LOOKUP)
- **Data Visualization:** Excel Charts & Dashboards (Pivot Charts, Conditional Formatting)
- **Automation:** Excel Macros (Recording) + Using AI Develop macros codes
- **Data Cleansing:** ETL Method (Power Query), Advanced Excel Function
- **Database Tool:** Toad for IBM DB2 (GUI)
- **BI Tool:** Power BI (Intermediate), IBM Cognos Analytics
- **ERP:** SAP (S4HANA)



EDUCATION

Bachelor of Science in Mathematics - JUN 2021

C Kandasamy Naidu College for Men

71%

12th Std in Bio- Mathematics - MAY 2017

Chennai Higher Secondary School

78%