

Vikas Sharma

MIS Executive | Data Automation Specialist

6+ Years of Experience | May 2020 – Present

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PROFESSIONAL SUMMARY

I am an MIS Executive with over 6 years of experience across pharmaceutical distribution, solar energy, and government tender sectors. Starting my career in May 2020, I have worked across multiple industries and built data systems and automation tools that help teams move faster and make better decisions. I have hands-on experience with Google Apps Script, Advanced Excel, Power BI, Looker Studio, ERP platforms, and Meta Ads. I enjoy solving operational problems through practical automation — whether that is a warehouse tracking system, an HR pipeline app, or a lead generation workflow.

SKILLS

Data & Reporting	Advanced Excel (Pivot Tables, XLOOKUP, Macros, VBA), Google Sheets, Power BI, Looker Studio, Data Analysis, Sales Forecasting, MIS Reporting
Automation & Tools	Google Apps Script (V8), n8n Workflow Automation, WhatsApp Business API, AI Automation via Gemini API, Gmail-to-Sheets Pipelines
ERP Systems	Marg ERP, Busy ERP, E-Base 12 — billing, inventory, credit/debit notes, logistics coordination
Marketing	Meta Ads Campaign Management, Lead Generation, CPL & CTR Optimization, Audience Targeting, A/B Testing, Performance Dashboards
General	Google Workspace, MS Office Suite, Documentation, Inventory & Stock Management

WORK EXPERIENCE

Ultrapolis Lifescience Pvt. Ltd.

May 2025 – Present

MIS Executive & Data Automation Specialist

Panchkula

- Designed and built a Godown Dispatch Management Portal — a cloud-based warehouse operations web app that automates the full dispatch cycle across five stages: Picker, Auditor, Packing, TSS, and Dispatch. The system includes PIN-based login for each role, a live TV Mode dashboard for floor managers, SLA breach alerts, rework and accuracy logging, concurrent write protection using ScriptLock, and KPI reports exportable to CSV.
- Built a Recruitment Flow Management System — an 11-step HR tracking web app that handles hiring from job description creation through to onboarding. Features include role-based access for Admin and HR users, automatic delay calculation between planned and actual dates, auto-polling every six seconds for live updates without page reload, and LockService to prevent data conflicts when multiple users update simultaneously.
- Developed role-based sales analytics dashboards using Google Apps Script and Chart.js, processing over 72,000 rows of sales data with territory filters, party explorer, and CSV export.
- Created an AI-powered call quality analysis system using the Gemini API that automatically fetches recordings from Google Drive, scores calls, and generates structured feedback reports — cutting QA review time by around 70%.
- Built and managed automated lead qualification workflows using n8n and WhatsApp Business API for healthcare sales teams, improving lead conversion rates by approximately 45%.
- Planned and ran Meta Ads campaigns for pharmaceutical lead generation including audience targeting, ad creative management, A/B testing, and performance tracking through integrated MIS dashboards.
- Developed inventory tracking and stock alert web apps using Google Apps Script and Sheets.
- Written and maintained 15+ automation scripts for reporting, data archiving, and Gmail-to-Sheets lead extraction pipelines.

Himalayan Solar Ltd.

MIS Executive

July 2024 – April 2025

Panchkula

- Analyzed business data using Advanced Excel and Google Sheets and prepared regular management reports.
- Built Looker Studio dashboards for tracking operational KPIs in real time.
- Set up automation workflows that reduced the team's manual reporting workload significantly.
- Managed data validation and cleansing to keep reports accurate and consistent.

Tiranga Express Govt-Tender

MIS Executive

June 2023 – June 2024

Mohali

- Handled large operational datasets in Excel and Google Forms, maintaining accuracy across entries.
- Prepared AI-assisted analytical reports to support tender decision-making.
- Built automated billing and documentation systems to speed up government tender workflows.

Macleods Pharma C&F;

Computer Operator

May 2020 – June 2023

Zirakpur

- Operated Marg ERP, Busy ERP, and E-Base 12 for daily billing and inventory management.
- Processed billing entries, credit and debit notes, and managed product expiry records.
- Coordinated dispatch and logistics scheduling using order management tools.

KEY PROJECTS

Godown Dispatch Management Portal

A fully cloud-based warehouse operations web app built on Google Apps Script and Sheets. Automates the five-stage dispatch workflow with role-based PIN login, live TV Mode for floor visibility, SLA breach alerts, rework tracking, and downloadable KPI reports.

Recruitment Flow Management System (FMS)

An enterprise HR tracking web app managing 11 recruitment steps from job description to joining. Includes Admin and HR role access, automatic delay tracking, six-second auto-polling, and concurrent write protection with a 52-column database schema.

Sales Forecasting System

Multi-product sales forecasting tool using seasonal indexing and automated recalculation built in Google Sheets for pharmaceutical product lines.

Role-Based Sales Analytics Dashboard

Google Apps Script web app processing 72,000+ sales rows with Chart.js visualizations, territory-based filtering, party and product intelligence modules, and CSV export.

AI Call Quality Analysis System

Automated call scoring system using Gemini API — fetches recordings from Google Drive, evaluates quality against defined rubrics, and generates structured feedback reports.

WhatsApp Lead Qualification Workflow

n8n automation pipeline for lead capture, screening, and follow-up via WhatsApp Business API, improving healthcare sales team conversion rates.

EDUCATION & PERSONAL DETAILS

Education

B.A. (Pursuing)

Sikkim Manipal University

Diploma in Computer Applications

12th Grade — PSEB Board

10th Grade — CBSE Board

Personal Details

Date of Birth: 17 December 2001

Languages: Hindi, English, Punjabi

Nationality: Indian

Location: Dera Bassi, Mohali, India