

MUBASHIR HASAN

SYSTEM ARCHITECT

+91-9575877758

muahshi.mubi@gmail.com

16, Ghoda Nakkas Bhopal M.P

<https://muahshi.github.io/muahshidigital>

PROFILE

Result-oriented MBA graduate with 4+ years of experience in Data Entry Operations, Database Management, Documentation Control, Inventory Records Management, and Administrative Reporting. Skilled in handling high-volume data processing, record verification, Excel reporting, and workflow optimization. Proven ability to maintain accuracy, confidentiality, and compliance while managing large datasets and operational records.

WORK EXPERIENCE

Systems & E-Commerce Infrastructure Architect

Muahshi Digital | Jan 2022 – Present

- Managed high-volume product databases and inventory records.
- Maintained catalog accuracy and shipment tracking documentation.
- Built 150+ workflow automations reducing manual effort by 40%.
- Administered system access controls and operational records.
- Maintained data integrity and compliance across digital systems.

Data Entry & Operations Executive

New Life Laboratories Pvt. Ltd. | Jun 2017 – Dec 2022

- Processed and managed 10,000+ laboratory and consumer records.
- Conducted data verification and documentation audits.
- Generated Excel reports and analytical summaries.
- Managed digital archives and compliance documentation.
- Supported administrative operations and reporting functions.

EDUCATION

Master of Business Administration (MBA)

Marketing & Systems Strategy
Institute of Professional Education and Research (IPER), Bhopal
Barkatullah University
2015 - 2017 | 55%

Bachelor of Business Administration (BBA)

The Bhopal School of Social Sciences (BSSS), Bhopal
Barkatullah University
2011 - 2014 | 60%

Higher Secondary School Certificate (Class XII – Commerce)

St. Michael's Higher Secondary School, Bhopal
MP Board
2010 - 2011 | 62%

SKILLS

- Data Entry Operations
- Database Management
- Advanced Excel
- Google Sheets
- Documentation Control
- Records Verification
- Administrative Reporting
- Inventory Management
- Data Validation
- Process Optimization
- Workflow Automation
- Team Coordination

CERTIFICATIONS

Intel AI For All Certification

Successfully completed the AI Appreciate Stage under the Digital India Power To Empower Initiative.
(Co-Certified by Intel & CBSE)

Odyssey National Fest Recognition

Received recognition for management simulations, logical problem-solving, planning, and execution excellence.

State Merit Award – Child Art Club

Awarded State Merit Recognition for structural visualization, precision drawing, and creative design excellence.

LANGUAGES

- Hindi
- English
- Urdu