

MOHAN REGMI

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EXECUTIVE PROFILE

Highly organized executive support and MIS professional with over 8 years of experience in executive operations, management reporting, and data-driven decision support. Proven expertise in supporting C-suite leadership (COO / AVP) through accurate MIS reporting, incentive modeling, and operational coordination. Strong ability to bridge top management directives with regional execution while maintaining strict confidentiality and reporting accuracy.

CORE COMPETENCIES

- Executive Liaison & Administrative Support | Executive MIS & Dashboard Reporting
- Incentive & Revenue Analysis | Annual Planning & Target Support
- Confidential Data Management | Process Automation & Reporting Efficiency

PROFESSIONAL EXPERIENCE

Executive Operations & MIS Coordinator
Subisu – RSBU Unit | July 2023 – Present

- Directly support COO and AVP by preparing high-impact weekly, monthly, and quarterly executive presentations.
- Provide critical MIS and analytical support for annual branch and outlet planning.
- Manage complex monthly and quarterly incentive calculations for regional managers, branch managers, and non-variable staff.
- Analyze branch and regional performance trends to support leadership decisions on “Best Branch” and “Best Manager” awards.
- Act as the primary communication bridge between top management and regional/branch teams for directives and reports.
- Develop automated Excel-based daily and weekly reporting tools, significantly improving reporting speed and accuracy.
- Execute and monitor targeted SMS campaigns and prepare ROI and impact analysis for executive review.

SALES & MARKETING OFFICER

Subisu – Branch Business Unit | November 2021 – July 2023

- Reported directly to Branch Manager and VP for nationwide branding and promotional coordination.
- Supported market research and performance analysis for sales target planning and marketing strategies.
- Coordinated daily marketing operations, branch events, and promotional campaigns.

MARKETING SUPERVISOR

Subisu Cable Net Ltd. | August 2018 – October 2021

- Led daily marketing operations and reporting to the Head of Department.
- Monitored team performance, supported appraisal processes, and maintained CRM data accuracy.

EDUCATION

Bachelor of Education (English)

New Vision Multiple Campus, Kathmandu – 2074

+2 Education (English)

Shree Jana Jagriti Higher Secondary School, Jhapa – 2070

TECHNICAL SKILLS

- Advanced MS Excel (Pivot Tables, Power Query, Advanced Formulas)
- Basic Python (Data Cleaning, Automation Scripts, Excel Integration)
- PowerPoint (Executive & Board-Level Presentations)
- MS Word & CRM Systems
- MIS Reporting, KPI Dashboards & Performance Analysis

KEY ACHIEVEMENTS

- Streamlined executive reporting processes, reducing preparation time by 30%.
- Successfully managed communication flow between top management and multiple branches.
- Supported leadership in incentive and performance tracking, ensuring accurate recognition of branch achievements.