

## **MIS executive: Job description**

We are looking for MIS executive to coordinate with our management and support to upscale our business. MIS executive will working closely with our senior team and regional managers to provide necessary data (Operations, sales etc., ) from time to time.

### **Responsibilities**

- Preparing MIS reports on daily, weekly and monthly basis.
- Cooperate closely with business units.
- Where necessary, carry out additional research based on the requirements.
- Candidate must have understanding of operational process, logical thinking
- Ability to work on data and generate various types of reports/ad-hoc reports
- Ability to handle high level data analysis and data

### **Requirements:**

- Strong knowledge in MS Office.
- Advanced Knowledge of MS Excel
- Strong technical skills: data processing and mining tools

**2-3 years of experience in relevant field**

**Location:** Chennai