

## **Job Summary**

Job Description: ( Male Candidates preferred )

**MIS Executive** is responsible for maintaining accurate data, preparing reports, managing databases, and supporting management with timely and reliable information for decision-making. The role requires strong knowledge of Excel, data analysis, and reporting systems. Key Responsibilities:

1. Prepare daily, weekly, and monthly MIS reports.
2. Maintain and update records in Excel/ERP systems.
3. Collect data from different departments and consolidate it.
4. Generate reports related to attendance, sales, inventory, manpower, expenses, etc.
5. Ensure accuracy and completeness of data.
6. Create dashboards and summary reports for management review.
7. Perform data analysis to identify trends and discrepancies.
8. Coordinate with departments for required information.
9. Maintain proper documentation and data backups.
10. Assist management in preparing presentations and performance reports.

### **Requirements:**

1. Knowledge of MS Excel (VLOOKUP, HLOOKUP, Pivot Table, Formulas, Data Validation, etc.)
2. Basic knowledge of MS Word & PowerPoint.
3. Good analytical and numerical skills.
4. Attention to detail and accuracy.
5. Ability to handle confidential information. 6. Good communication and coordination skills

If Interested Share Resume on 9326904419