

Job Description- MIS executive

Experience- Min 1 Year

Qualification- Graduate

Location: - Noida sector - 9

MIS Executive

- Day to day data entry in excel and word
- Maintain day to day filling and records.
- Maintain day to day Google sheets.
- Run Google scripting.
- Maintain Dashboards
- Data Management and Analysis, Reports Generation
- Implement and analysis data to create daily, weekly, monthly, and quarterly reports
- Work closely with different departments to understand data needs and provide solutions.
- Process Improvement:
- Assist in the development and improvement of business workflows using MIS tools.

Skills-

- Good communication skill
- Hands-on Ms-word and Excel
- MS Excel (Formatting, Vlookup, Hlookup, Reverse Vlookup, Pivot Table, Count Function, Sum Function, Index Match, Data Analysis, Data Validation).