



### **Job Description**

*Exciting Opportunity to work in the role of **MIS** for the implementation of Process and deliverables reports for all functions.*

<b>Job Role –</b>	MIS Management
<b>Job Title -</b>	MIS & Data Analytics Specialist
<b>Experience –</b>	3 –5 Years
<b>Age-</b>	26 –32 Years
<b>Department/Function-</b>	Operations
<b>Level-</b>	III (Three)
<b>Type of position-</b>	Full Time
<b>Education Requirement –</b>	
• <b>Graduate-</b>	Commerce Graduate
• <b>Post-Graduation-</b>	Any Post Graduate/Post Graduation Optional
• <b>Prof. Qualification –</b>	N/A
<b>Location –</b>	Jaipur
<b>Relocation -</b>	NA
<b>Travel -</b>	NA
<b>CTC –</b>	3.5-4.15 Lacs
<b>Specific skills-</b>	
• Knowledge of BI Tool	
• Know Process Automation Reports	
• Macro	
• Chart & Graphical Presentation	
• Analytical Ability	



**Job Summary:**

In this Role of **MIS & Data Analytics Specialist**, it is required to provide qualitative information on the data in a generated from different sources from different levels so that decisions can be made to ensure that the business remains competitive and successful.

**Job Responsibilities:**

- To use the BI tool effectively to generate the Various MIS reports.
- To Automate the system of MIS reporting
- Preparing Daily, Weekly & Monthly MIS Reports.
- Preparing Presentations, Graphs and Analytical reports.
- Creating Marcos for daily repetition of work. Design, develop and support various daily, weekly, monthly and quarterly reports.
- Handle large data and responsible for creation of dashboards.
- To provide strong reporting and analytical information support to management team. Generate both periodic and ad hoc reports as needed
- Must have exposure of Micros and know all the formulas of excel.
- Should have worked on all Comprehensive reports and can compare different report and can prepare consolidate report