

STEP-BY-STEP ROADMAP TO BECOME MIS EXECUTIVE (FROM SCRATCH)

☐ **STEP 1: Understand What MIS Executive Actually Does**

Before learning tools, understand the role.

An MIS Executive:

- Collects data (sales, inventory, hospital, operations)
- Cleans data
- Creates reports
- Builds dashboards
- Tracks KPIs
- Supports management decisions

Core concept:

Reporting + Accuracy + Analysis

☐ **STEP 2: Master Microsoft Excel (Foundation Skill)**

This is NON-NEGOTIABLE.

✓ **Learn in this order:**

Level 1 – Basics

- Formatting
- Sorting & Filtering
- Basic formulas (SUM, AVERAGE)

Level 2 – Intermediate

- IF, COUNTIF, SUMIF
- VLOOKUP / XLOOKUP
- Data validation

- Remove duplicates
- Conditional formatting

Level 3 – Advanced

- Pivot Tables
- Pivot Charts
- INDEX + MATCH
- Basic dashboard creation
- Power Query (basic cleaning)

🎯 Goal: You must be able to create a full sales or hospital report.

Time: 30–45 days serious practice.

☐ **STEP 3: Learn Basic SQL**

Very important for growth.

Learn:

- SELECT
- WHERE
- GROUP BY
- ORDER BY
- COUNT, SUM
- Basic JOIN

You don't need expert level.
Just enough to understand database queries.

Time: 15–20 days.

☐ **STEP 4: Learn Power BI (High Demand in UAE)**

This makes you different from normal Excel users.

Learn:

- Import data
- Data cleaning
- Relationships

- Basic DAX (SUM, COUNT, CALCULATE)
- Create dashboards
- KPI cards

Create 2–3 dashboards:

- Sales Dashboard
- Inventory Dashboard
- Healthcare KPI Dashboard

Time: 30 days.

☐ **STEP 5: Create Portfolio Projects**

Very important if you don't have job experience.

Create:

- 1 Monthly Sales Report (Excel)
- 2 Inventory Tracking System (Excel)
- 3 KPI Dashboard (Power BI)
- 4 Hospital Patient Tracking Report (if biomedical focus)

Upload screenshots on LinkedIn.

☐ **STEP 6: Learn MIS Theory (Interview Knowledge)**

Understand:

- What is MIS?
- What is KPI?
- What is data validation?
- What is reporting cycle?
- What is data accuracy?
- What is dashboard?

You don't need book-level theory.
Just practical understanding.

☐ **STEP 7: Improve Soft Skills**

Companies in UAE check:

- Communication
- Email writing
- Professional behavior
- Report explanation skills

Practice:

- Explaining your dashboard clearly
 - Answering confidently
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☐ **STEP 8: Prepare Your Resume Properly**

Your headline should be:

MIS Executive | Excel & Power BI Reporting | Open to Relocation (UAE)

Add:

- Tools section
- Projects section
- Skills section
- KPI & dashboard keywords

Make it ATS-friendly.

☐ **STEP 9: Apply Smartly (Not Randomly)**

Apply to:

- MIS Executive
- MIS Coordinator
- Reporting Executive
- Junior MIS Analyst
- Data Analyst (entry-level)

Apply on:

- LinkedIn
- Indeed UAE

- GulfTalent
- Bayt

Also apply for remote roles to gain experience.

☐ **STEP 10: Prepare for Interview**

They will ask:

- What is MIS?
- What tools do you use?
- Explain Pivot Table.
- What is KPI?
- How do you ensure accuracy?
- Show your dashboard.

You must answer confidently.

☐ **STEP 11: Get Passport (Important for UAE)**

While learning skills:

- Apply for passport
- Keep documents ready

Companies prefer candidates ready to relocate.

☐ **STEP 12: Keep Improving Until First Job**

Even if first job is:

- Internship
- Low salary
- Remote contract

Take it.

Experience > Title.



Realistic Timeline

If you are serious:

3–4 months strong preparation
Then start applying.

Within 6–9 months → You can get entry-level role.



Final Clear Path for You

Excel (Strong)



Power BI



SQL



Projects



Resume



Apply UAE + Remote



Interview



Job