# MIS Executive

DATA ANALYTICS • 1-2 • FullTime • Bengaluru, Mumbai • IPRO#168

**Qualification:** Bachelor's degree in science / engineering / commerce with at least first class.

**Required Skill Set:** Attention to detail significant prior experience with usage of MSOffice, Internet & E-mail.

Advance skill set in MsExcel and Python.

Basic knowledge of SQL Transaction language and knowledge about SSIS will be added advantage

**Job Description / Responsibilities:**

• Maintaining Clients DB. Data crunching and manipulating in Excel .

• Involves extensive use of TSQL to enable data push to DB

• Involves extensive Market research to update Prospect details.

• Use VBA macros,excel forms to build out tools for client

• Resolution of queries through interaction with client and vendors.

• Ownership of processes and client deliverables

• Regular communication with client stakeholders to ensure smooth operations

• Providing process training to new joiners / resolving process-related questions, working in sync with Lead Trainer / Training team

• Involvement in detailed quality checks and ensuring that output is passed back to training seamlessly

• Take responsibility for team's SLAs

• Timely preparation of SOPs

• Client interaction

• Preparing and sending reports to internal / external stake holders

**Desired profile of the candidate:** A science/commerce graduate with Min. Exp. 1 year / Freshers Max. Exp. 2 years .' prior experience working as Data Analyst or on a MIS reporting role. No gaps either during education or between jobs. **Well-versed with usage of MSOffice – especially MSExcel – with advance level capabilities. Good knowledge of SQL is added advantage.** He/she should have attention to detail and the initiative, drive and motivation to work for a young organization and grow with it. Must be willing to take up different job roles within the team as required.