

## JOB DESCRIPTION

**Job Title:** MIS Executive / MIS Analyst

### Role Overview

An MIS (Management Information System) Executive is responsible for collecting, managing, analyzing, and presenting business data to support decision-making and operational efficiency.

### ■ Key Responsibilities

- Prepare daily, weekly, and monthly MIS reports.
- Maintain and update databases, spreadsheets, and dashboards.
- Analyze sales, operations, inventory, or financial data.
- Ensure data accuracy and consistency.
- Create reports using Excel, SQL, Power BI, or other reporting tools.
- Coordinate with different departments for data collection.
- Automate reporting processes where possible.
- Monitor KPIs and generate performance reports.
- Handle data validation and troubleshooting.

### ■ Required Skills

- Advanced Microsoft Excel (Pivot Tables, VLOOKUP/XLOOKUP, Macros).
- Data analysis and reporting.
- Knowledge of SQL and databases.
- Power BI / Tableau (preferred).
- Good communication and analytical skills.
- Attention to detail.
- Time management.

### ■ Educational Qualification

- Bachelor's degree in BBA, B.Com, BCA, Computer Science, Statistics, or a related field.

### ■ Experience

- 2 to 3+ years (depending on role level).

