



<https://shikshafinance.com/job/mis-executive/>

MIS Executive

Description

Salary 2-5 Lakhs

Responsibilities

Prepare the daily, weekly & monthly MIS reports

Generate timely and accurate reports for analysis. Handling the back-end operations works.

MIS reporting by using MS Excel at the Operational level. Preparation of various MIS

Handling database management by using Advanced Excel tools & MS Access

Generate both periodic and ad hoc reports as needed.

Improve operational efficiency by streamlining processes and enhancing reporting automation.

Should be proficient with Advanced Excel Formulas such as Pivot Table, Lookups, Index Formatting, and Conditional Formatting.

Qualifications

Any Graduate

Contacts

Further details contact: **9150097065**

resume@shikshafinance.com

Hiring organization

Shiksha Finance

Employment Type

Full-time

Job Location

Arumbakkam, Chennai

Working Hours

9.30 am to 6.00 pm

Date posted

December 9, 2022