

Job Title-MIS Executive (1-5 Year Exp)-Male / Female Job Location: Bengaluru
Job Type: Full-time Role Category: Operations Support

Job Description:

We are looking for a dynamic and smart individual to join our management team as a MIS Executive. As a MIS executive, you will be responsible for Generate Daily/Monthly/Quarterly Reports in various cuts using advanced Excel Functions. Coordinate with the field team for the completion of various sales-related reports and analyses.

- Analysis of monthly / weekly spends and revenue data , identifying the issues and the errors and work with the team to solve for them
- Maintain reports & spreadsheets for historical data, manage email requests
- Work closely with Operations for daily, weekly & monthly reports
- Provide insights on existing data to internal/external stakeholders
- Ability to validate and identify issues on vendor related pay-outs
- Extracting of data into spreadsheet and preparing monthly consolidation of accounts using analytical and excellent spreadsheet skills
- Preparation of monthly Financial or Operational MIS (Daily / Weekly / Monthly / Quarterly / Annual)

Qualifications and Experience:

- PG / Bachelor's degree / diploma in Management / IT or relevant field
- Having familiarity with the Advance Excel with excellent formulations / Data Base Management System
- 1+ years of experience as a MIS Executive or in any similar role
- Prior experience working with MIS Tools and Software's and conditional formatting
- Strong communication skills (Hindi language is must -Speaking, Reading, Writing, Understanding)

Benefits:

- Competitive salary.
- Opportunities for skill development and career growth
- Friendly and collaborative work environment.
- Health and wellness benefits
- Flexible working hours (if applicable)

How to Apply:

If you are passionate to explore and eager to kickstart your career. Please send your resume and a cover letter

explaining your interest in the position to hr@vimopay.in. In your cover letter, please highlight any relevant

coursework, projects, or personal experiences related to similar field.

VIDUAL COMMUNICATION INDIA PVT LTD is an equal opportunity employer. We encourage candidates from all backgrounds to apply