

# JOB DESCRIPTION

## MIS EXECUTIVE

### Job Description

#### MIS Executive | CandorWorks Private Limited

<b>Organization Unit</b>	CandorWorks Private Limited
<b>Division</b>	MIS
<b>Position</b>	MIS Executive
<b>Location</b>	Pune

#### About Position

MIS Executive/Senior MIS Executive

#### Responsibilities

- *Making MIS Reports of collated data*
- *Meticulously working on the data collated from various sources of department and preparing comprehensive reports*
- *Ensuring the precision of the reports*
- *Preparing Delivery Files*
- *Extensive work on Excel*

#### Technical Skills Set

NA

#### Behavioral Skills Set

- Should be able to communicate clearly with cross teams in the project
- Should be a good team player and a quick learner with an aptitude to pick up things fast.
- Must be dynamic with a strong sense of responsibility and positive attitude.

**Date :** 2022-01-19