



**Position –** MIS/ CRM Executive

**Reports to –** Head - Admission

**Location -** BML Campus, Sidhrawali

### **Roles and Responsibilities**

- Handling and Preparation of MIS
- Monitoring the implementation of MIS processes and evaluating their effectiveness
- Proficiency with Microsoft Excel is a must
- Coordination among department for correct data
- Ability to process large volumes of data
- Generate and distribute management reports in an accurate and timely manner.
- Provide recommendations to update current MIS to improve reporting efficiency and consistency.
- Develop an MIS system for customer management and internal communication.
- Provide strong reporting and analytical information support to the management team.
- Generate both periodic and ad hoc reports as needed.

### **Desired Candidate Profile**

- Qualification: Graduate/ Postgraduate
- Experience: 1 to 5 Years of Experience in the same role
- Knowledge in Advanced level of MS Office applications especially Excel
- Knowledge of Pivot Table, Chart, Text column & Lookups, Logical functions, V&H Lookup functions etc.