

Job Description

Designation	Executive – MIS
Education Qualification	Minimum graduate in any stream
Industry	Preferably real estate
Minimum Work Experience	Minimum 3-5 years in Real Estate Industry
Age Criteria	25 – 35 yrs. of age

- Preparing and maintaining daily MIS reports.
- Evaluating customer research & making Analysis.
- Provide support and maintenance to existing management information systems (MIS).
- Generate and distribute management reports in an accurate and timely manner.
- Develops MIS documentation to allow for smooth operations and easy system maintenance.
- Provide recommendations to update current MIS to improve reporting efficiency and consistency.
- Perform data analysis for generating reports on a periodic basis.
- Preparing & Maintaining MIS.
- Work directly with Management and users to gather requirements, provide status updates, and build relationships.

**Desired skills:**

- Well versed in advanced MS Excel (Knowledge of Vlookup, Pivot and Shortcut keys) and having Deep content research skills.
- Excellent command on MS Word and MS Excel (V-lookup, H-lookup , Pivot tables , Macros etc.)
- Preference would be for male candidates, based in Central Mumbai Suburbs & Thane.