

Job Designation:	Sr. MIS- Executive
Industry	Textile
Years of Experience:	3-5 years of experience
Reporting To	Management
Roles and Responsibilities:	<ul style="list-style-type: none"> • Prepare and maintain regular MIS reports (daily/weekly/monthly) on operations, procurement, sales, finance, or projects. • Consolidate and validate data from multiple departments for dashboards and summaries. • Present management-level reports with insights and trends. • Analyse performance metrics (KPIs) and highlight discrepancies, delays, or deviations. • Create dashboards using Excel, Power BI, or Google Data Studio as per management needs. • Assist in financial forecasting, budget vs. actual variance analysis, and project profitability reporting. • Automate repetitive reporting processes using Excel macros, VBA, or BI tools. • Maintain databases and master data integrity across systems (ERP, spreadsheets, custom software). • Suggest process improvements based on data trends and analytics. • Coordinate with departments like Accounts, Purchase, HR, and Operations for data collection. • Assist in audits and compliance reporting by providing required data and documentation. • Support top management in ad hoc data requests and business reviews.

Skills & Education:	<ul style="list-style-type: none">• Bachelor's degree in Commerce / IT / Statistics / Engineering• Advanced MS Excel (Pivot Tables, VLOOKUP, Macros, etc.)• Strong analytical and problem-solving skills• Knowledge of ERP software (e.g., Tally, SAP, Zoho, or customized ERP)• Familiarity with Power BI / Tableau is a strong advantage• Basic understanding of database concepts and SQL queries is a plus.• Good communication and time management skills• Exceptional attention to detail and a high degree of accuracy in all reporting.
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