

## **MIS Executive – Job Requirements at Vriyox**

This document outlines the key skills, responsibilities, and qualifications required for an MIS Executive. The goal is to help HR identify the right candidate with strong analytical, technical, and reporting abilities.

### **1. Key Responsibilities:**

- Maintain and update daily, weekly, and monthly reports.
- Create dashboards and MIS trackers with accuracy and clarity.
- Analyze data to identify trends, issues, and improvement opportunities.
- Coordinate with different departments to collect and verify data.
- Prepare presentations and reports for management.
- Automate repetitive tasks using Excel formulas, Macros, or other tools.
- Ensure data accuracy, consistency, and timely submission.

### **2. Required Skills:**

- Strong knowledge of MS Excel (VLOOKUP, HLOOKUP, Pivot Table, Charts, IF statements, etc.).
- Basic to intermediate knowledge of Power BI / Google Data Studio (optional but preferred).
- Good understanding of data management and reporting.
- Ability to analyse data and present insights clearly.
- Fast learner with problem-solving and logical thinking skills.
- Good communication and coordination skills.

### **3. Educational Qualification:**

- Bachelor's degree in any field (B. Com / BBA / BCA / BA / B. Sc preferred).
- Additional certification in Excel, MIS, or Data Analytics is an added advantage.

### **4. Experience Required:**

- 2–3 years of experience in MIS, Reporting, or Data Management.
- Freshers with strong Excel skills are also encouraged to apply.

### **5. Soft Skills:**

- Attention to detail and accuracy.
- Ability to manage time and handle multiple tasks.
- Team player with a positive learning attitude.
- Strong organizational skills.

### **6. Tools Knowledge (Preferred):**

- MS Excel
- Google Sheets
- Power BI / Tableau (optional)
- CRM / ERP systems (optional)

### **7. Job Summary:**

The MIS Executive will be responsible for creating accurate reports, analyzing data, and helping the company make better business decisions. The ideal candidate should be detail-oriented, reliable, and able to work independently.