

Job Profile: MIS Operations Executive/Manager

Job description

Able to prepare all monthly, periodical Sales MIS reports and present them to management

Able to provide back end support to Sales Team

Communicate with Sales/Activity teams, internal departments and external marketing vendors

Able to track & report all planned sales related activities

Assists in conducting periodical sales team reviews & meetings

Required Candidate profile

Should be min. graduate, MBA preferred – Male/Female

1 to 2 Years of experience preferred, Freshers may also apply

Should have strong interest in data crunching & business analytics

Expert at using various MS Office tools: MS Word, MS Excel & MS Power Point

Run & create excel functions, pivot tables, Formulas, VLOOKUP, Charts, Macros & Automation

Able to create power point presentations as per requirement

Good communication & interpersonal skills

Company Name: Jhopdi.com

Industry: Real Estate

Location: Vrindavan

Salary- 18-25k / Month

Send you CV to: 92890 75493