



## MIS Executive

- **Vacancy for:** 1
- **Posted on:** Oct. 7, 2018
- **Deadline:** Nov. 9, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Sales / Public Relations  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : Not Required

### Other Specification

- Must have completed the Intermediate level or Bachelors running
  - Must have fluent in English both in verbal and written.
  - Ability to understand and analyze the data quickly
  - Proficient in computers especially in MS Excel and power point.
  - Must be commanding and analytical minded
  - Must have proper time management skill
  - Able to handle the pressure
  - Dedicated and aggressive in achieving one's goal
  - Experience in the similar profile will be an asset but will not be limiting factor
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### Job Description

- Expert in reporting (preparing daily, weekly and monthly report)
- Downloading Data from Systems and mapping the same as per the requirement, coordinating with different teams for the data and checking its accuracy.
- Preparing presentations, Graphs and analytical reports.
- Should be a team player and flexible enough for multitasking.
- Coordinating with the branches for feedback and different requirements
- Support the Manager in rolling out the new Projects and Initiatives and also updating on the progress and its impact

**Preferred Gender:** Male

**Preferred Aged Group:** 25 years to 30 years.

**Salary-no bar for deserving candidate**

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### Applying Procedure

Apply Link : <https://merojob.com/mis-executive-5/>

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