

**MIS Assistant Manager- "Kulhad Rani"**

**Location- - Hyderabad (Telangana)-500034.**

**Industry- Food (Restaurant and Café)**

**Job Description** -To provide strategic and operational support to our organisation.

**Roles and Responsibilities**

- Preparation of inputs for various MIS reports and analytics required on routine and ad hoc basis.
- Data Management and co-ordination with various internal teams for data collation and ensure that the same are received within reasonable timelines.
- Provide strong reporting and analytical information support to management team using Business Intelligence (BI) function.
- Recommend and implement new technology solutions to improve productivity.
- Timeline and accuracy of reports to be maintained all the time.

**Experience and Qualification:** Any Graduate 4+ years of experience working in a similar role.

**MS Office/Software:** Proficiency in Ms Word, PowerPoint and Ms Excel. He/she also has to be proficient in the use of related software's includes CRM software & various MIS reporting tools.

**Local Candidates from Hyderabad preferred.**

**Job Type: Full-time.**

**Salary (CTC): ₹ 20,000 - ₹30,000/- per month. Supplemental Pay: Performance bonus.**