



About Us

Igniting an emotional spark in a consumers' mind is one of the hardest things to do in marketing. But understanding a consumers' day-to-day journey and creating plug-ins for consumer engagement is a great first step & we help brands do that right by creating , measuring and amplifying B2B & B2C integrated marketing solutions to understand consumer behaviour via our market-led, customer-driven / channel-driven engagement, incentive, loyalty & reward programs.

MIS / Data Analyst

Experience: 2 -3 years | **Opening(s):** 1 | **Locations:** Mohali

About the Role

Responsible for planning, coordinating and directing all computer-related activities within an organization, determining the company's information technology goals, and responsible for implementing computer systems to meet those goals. Leading all information technology operations within a company and taking responsibilities for planning, designing, developing, and evaluating computer systems. Also, designing and developing computer systems on time and to specifications, developing strategies, keeping up to date with the latest developments in IT systems, analysing operations and providing suggestions for improvement.

Education

A bachelors or master's degree in B. Com / MBA / BBA along with 2 - 3 years of work experience in MIS. Should be Diligent Proficient with advance MS-Excel / MS Access / Database Queries and well versed with Complex MS-excel formulas. Excellent communication skills and remain proactive in executing job responsibilities.



Sounds like you?

Passionate in designing and implementing reporting systems who holds interest in making decisions and oversees digital security along with data collection in tech specifications of every department. Enthusiastic and competitive in developing and analysing reporting systems that best fits specifications of a core duty. Dedicated to continuous improvement and accountable in learning, improving and growing with team members.

What Do We Expect

- Excellent communication Skills & Understanding of Use Cases
- Generate reports on a daily basis for monitoring the performance of the team.
- Hands on experience in Advanced Excel – complex formulas, pivot tables, etc
- Ability to Design monthly performance reports and maintaining an update tracker of process , along with daily, weekly, monthly, and quarterly reports.
- Analysis reports with various parameters for review and presentations.
- Conduct performance analysis of data and automation of reports.
- Ability to Think of Various MIS/ Dashboard relevant to concerned department.
- Implement and analysis data to create
- Some Experience on BI and Data Visualization tools would be added advantage

What Would You Be Doing

- Understand the business Use case and prepar tracker on daily basis and share reports to internal / external team.
- Generate reports on a daily basis for monitoring the performance of the team.
- Prepared monthly performance reports and maintaining an update tracker of process / Automation of Reports.
- Prepared a report analysis for proposals and review presentations.
- Creating MIS/ Dashboard report and presenting it to the concern Department.
- Implement and analysis data to create daily, weekly, monthly, and quarterly reports.
- Manage the relationship with the client and all stakeholders including project teams & Extend Support in project structure and deliverables.
- Maintain All Historic Data Systematically Indexed for Ready Reference and Records

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hello