

# JOB DESCRIPTION

<b>Role:</b>	MIS Executive
<b>Designation:</b>	MIS Executive
<b>Experience Required:</b>	4 Years
<b>Job Type:</b>	Full Time
<b>Location:</b>	Sector 62, Noida

## About Tradologie.com

Tradologie.com is a next-generation B2B agro-commodity platform that leverages cutting-edge SaaS and AI technology. Our platform facilitates global transactions for a wide range of bulk agricultural commodities, such as rice, wheat, sugar, pulses, spices, edible oil, dry fruits, and various branded food products. We expedite and streamline the entire process from inquiry to payment, ensuring seamless transactions for our users.

## Description

Support Senior Management in maintaining MIS.

Create dynamic Dashboards and analyze the data to mine fruitful information and write storyline about the highlight of the reports.

MIS Reporting by using MS Excel at Operational.

Generate timely and accurate reports for analysis. Creating MIS\ Dashboard report and presenting it to the concern Department.

Implement and analyze data to create daily, weekly, monthly and quarterly reports.

Managing the Monthly, Weekly and Daily report Creating in MS- Excel through in- depth analysis and producing the actionable information.

Generating and maintaining day to day MIS Data and updating the management.

Maintain the site wise database.

Release the error free dashboard on time.

## **Responsibilities**

Support Senior Management in maintaining MIS.@@ Create dynamic Dashboards and analyze the data to mine fruitful information and write storyline about the highlight of the reports.@@ MIS Reporting by using MS Excel at Operational. @@ Generate timely and accurate reports for analysis. Creating MIS\ Dashboard report and presenting it to the concern Department.@@ Implement and analyze data to create daily, weekly, monthly and quarterly reports.@@ Managing the Monthly, Weekly and Daily report Creating in MS- Excel through in- depth analysis and producing the actionable information.@@ Generating and maintaining day to day MIS Data and updating the management.@@ Maintain the site wise database.@@ Release the error free dashboard on time.

## **Key Skills**

Bachelor's degree in finance, Accounting, or related field.@@ Proficient in excel, including advanced function such as pivot tables, VLOOKUPs, and dashboards.@@ Strong understanding of accounting principles and practices.@@ Excellent presentation skills and ability to communicate complex financial concepts clearly.