

Marconix Sales Solutions Private Limited

<https://marconix.in/job/mis-executive/>

MIS Executive

Description

Full job description

- **Job Title:** Junior MIS Executive / Data Reporting Analyst (MS Excel)
- **Location:** HSR Layout, Bengaluru (Work from Office)
- **Salary:** ₹12,000 – ₹15,000 per month
- **Job Type:** Full-time, Permanent

About the Role

We are hiring a detail-oriented **Junior MIS Executive** to manage, track, and analyze our daily business operations data at our HSR Layout office. This role is ideal for entry-level candidates with strong data management skills, sharp numerical ability, and proficiency in spreadsheet tools like MS Excel.

Key Responsibilities

- Generate and maintain daily, weekly, and monthly sales **MIS (Management Information System) reports**.
- Collect, sanitize, and aggregate raw data from different internal departments.
- Create and update operational performance trackers and visual summary dashboards using **MS Excel** and **Google Sheets**.
- Perform data validation to identify and correct discrepancies, errors, or missing information.
- Coordinate with team leads to ensure timely submission of operational metrics and records.
- Automate recurring reporting formats using formulas to save processing time.
- Present routine reporting trends to senior management during operational reviews.

Requirements & Qualifications

- **Education:** Bachelor's degree in Commerce, Computer Applications, Science, or Business Administration (B.Com, BCA, B.Sc, BBA).
- **Experience:** 1 to 2 years (Freshers with certified training or strong practical Excel knowledge are welcome to apply).
- **Technical Skills:** Mandatory practical knowledge of **MS Excel** (VLOOKUP/XLOOKUP, Pivot Tables, SUMIFS, COUNTIF, Conditional Formatting, Data Validation).
- Knowledge of **Google Sheets**, **Power BI**, or **SQL** will be a distinct advantage.
- Excellent attention to detail and ability to work accurately with large data sets.
- Basic written and verbal communication skills.

Pay: ₹12,000.00 – ₹15,000.00 per month

Benefits:

Hiring organization

Marconix Sales Solution Private Limited

Employment Type

Full-time

Job Location

HSR Layout, Bengaluru, Karnataka, India

Base Salary

₹ 12,000 - ₹ 15,000

Date posted

September 21, 2026

- Paid sick time

Ability to commute/relocate:

- HSR Layout, Bengaluru, Karnataka: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Required)

Experience:

- Microsoft Excel: 1 year (Required)
- Advance Excel: 1 year (Required)
- VLOOKUP: 1 year (Required)
- XLOOKUP: 1 year (Required)
- Data Validation: 1 year (Required)
- Dashboard development: 1 year (Required)

Language:

- Hindi (Preferred)

Work Location: In person