



MIS Executive

Who we are

Focus Edumatics is a leading ed-tech company that has been offering innovative solutions in the fields of online tutoring and e-learning for more than 15 years. It is a place that creates technology-driven solutions to everyday practical challenges faced in education delivery to improve the teaching-learning process. The company's B2B client base includes universities, publishers, and corporates across the US. Currently, the company caters to 1000 + schools and 300,000 students. We empower individuals to solve, create and deliver adaptable solutions. Here is an opportunity to join our dynamic team and build your dream career.

About the role

The MIS Executive is responsible Generating & Preparing Daily, Weekly, Monthly **MIS** Reports. Develop and execute data based experiments to increase efficiency of decision making based on the results

What you will do

- Required to generate, maintain, consolidate and track various reports
- Generating & Preparing Daily, Weekly, Monthly MIS Reports
- Develop and execute data based experiments to increase efficiency of decision making based on the results.
- Identify the opportunities of automating the reports, snapshots and dashboards using advanced formulae, Macros, VB and other techniques.
- Work on Advance Excel/VBA, PPT, and MySQL

Who you are

- Candidate should possess good knowledge and hands on experience on advance Excel/VBA, PPT, and MySQL
- Handling multiple reports, working with formula, pivot tables & pivot charts, and various other excel sheet components for accurate data
- Updating various informative Dashboards on daily and weekly basis
- Emailing Reconciled MIS Reports with data visualization details using charts like Bar Chart & Pie Charts

Interested?

If you are interested, please drop us an email to careers@focusedumatics.com along with your CV and a brief cover letter on why you are interested in this position.