

MIS

Company	Centrum Group subsidiary
Division	MIS
Designation / Title	Assistant Manager/Manager – MIS
Years of Experience	4+
Educational Qualification	Graduate (Commerce) / Post-Graduation (Finance)
Roles and responsibilities (Indicative)	<ul style="list-style-type: none">• Develop and maintain the organization's Management Information System (MIS) to ensure accurate and timely availability of data for decision-making processes.• Develop and enforce data management policies and procedures to ensure data integrity, security, and compliance with regulatory requirements.• Collaborate with various departments to understand their data management needs and provide guidance and support in establishing efficient data collection, storage, and retrieval processes.• Conduct regular data audits to identify and resolve data quality issues, ensuring the accuracy and reliability of data used for reporting and analysis.• Collaborate with IT teams and vendors to manage system integrations and data interfaces with other business applications.
Job location	Kalina, Mumbai (WFO)
Prerequisites	<ul style="list-style-type: none">• Strong verbal and written communication skills to effectively interact with stakeholders at various levels.• Strong knowledge of database management systems, such as SQL and Oracle will be added advantage.• Experience with data analysis tools and software, such as Microsoft Excel, Power BI, or Tableau.• Proficient in database management and data analysis tools.
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