



HIRING

Job Role: Coordinator (MIS Executive)

Location: Koramangala, Bangalore

Salary : INR 2.4 LPA to 2.8 LPA

Duration: Full Time

Qualification: Any Degree

Year of Passout: 2021, 2022 & 2023

Bond : NIL

Interview Process:

- Interviews will be conducted Face to Face, those who apply for it make sure you are available.
- A Good Knowledge of Advanced Excel would be an advantage.

Job Description :

- Following office workflow procedures to ensure maximum efficiency
- Maintaining files and records with effective filing systems
- Supporting other teams with various administrative tasks
- Assist in vendor relationship management

Skills:

Advance Excel, V Lookup, H Lookup Pivot Table, Pivot Chart