

# MIS

## EXECUTIVE



## JOB BRIEF

- Collect, analyze, and disseminate data promptly to management.
  - Prepare and present reports based on data analysis.
  - Assist in strategic planning and implementation of information systems.
- Maintain and update databases for accuracy.

## REQUIREMENTS

- Solid grasp of database structures, theories, principles, and practices.
- Strong analytical skills to assess data needs and develop efficient access systems.
- Excellent problem-solving abilities to address MIS issues effectively.
- Ability to communicate technical information clearly to non-technical personnel.

## QUALIFICATIONS

- B. Com or B.Sc (Statistics).
- Minimum 2 Years of work experience.