

**Dear All,**

Shri Shyam Baba Electronics hiring for the role of **MIS Executive**, a well-established player in the electronics and retail sector. This is a great opportunity for candidates who are detail-oriented, analytical, and eager to contribute to data-driven decision-making through reporting and performance tracking.

**Role:** MIS Executive

**Department:** Operations & Data Management

**Job Type:** Full-Time

**Location:** Old City

**Vacancy:** 1 Position

**Experience:** 1–2 Years (preferred)

**CTC:** ₹25,000 per month

---

**Key Responsibilities:**

- Maintain and update MIS reports on a daily, weekly, and monthly basis
- Generate accurate, data-driven reports to support management decisions
- Coordinate with internal departments to validate data and ensure accuracy
- Analyze performance trends and provide meaningful insights
- Create dashboards and track key operational and business metrics

---

**Eligibility Criteria:**

- Bachelor's degree in Commerce, Business Administration, or related field
- Strong proficiency in MS Excel (Pivot Tables, VLOOKUP, etc.) and reporting tools
- Solid analytical thinking and clear communication skills
- Prior experience (1–2 years) in a similar MIS/Reporting role is a plus