**Job Title: MIS Executive**

**Industry**: Microfinance

**Roles and Responsibilities:**

1. Monitor and manage the Microfinance MIS (Management Information System).
2. Provide end-to-end support for all aspects of the MIS system.
3. Plan and manage loan portfolio data for all assigned branches.
4. Supervise and support data entry operators to ensure data accuracy and timeliness.
5. Generate and analyze reports for internal management and regulatory authorities.
6. Respond to information requests from internal departments and external regulators.
7. Coordinate with the Internal Audit Team for repayment verification, portfolio audits, and data quality checks.
8. Train staff and branch personnel on effective usage of the MIS system.
9. Perform any additional duties as assigned by management.
10. Willingness to travel to branches as required.

**Requirements:**

* Graduate in any discipline (Only Fresher can apply).
* Basic knowledge of Microsoft Excel.
* Good communication skills.
* Ability to adapt to the working culture of microfinance institutions.
* Comfortable with regular travel to branch locations.
* Candidate’s hometown must be in or near Kolkata

**Salary:**

As per industry standards

**Benefits:**

* Travelling Allowance
* Accommodation facility at branches during official visits