

MIS executive (fresher)

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Full-time | CTC: [CTC for the full-time role]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is hiring a fresher MIS executive to own its daily, weekly and monthly reports. The executive collects data from sales, operations and finance, checks it and sends the finished reports to managers at fixed times. Most of the work happens in Excel or Google Sheets, with exports from the company's ERP or CRM. A senior colleague teaches each report and its checks. The role suits a graduate who is accurate, punctual and quick with spreadsheets.

What you will do

- Collect daily data from the sales, operations, finance and HR teams by the agreed cut-off time, through exports or shared sheets
- Keep the raw export untouched, fix formatting issues such as extra spaces and numbers stored as text in a working copy, and ask the data owner to verify missing values and suspected duplicates before changing or removing any record
- Update the daily, weekly and monthly reports from the existing templates, such as sales against target, collections, attendance and stock
- Refresh pivot tables and dashboards, and agree every total to its source before the report goes out
- Send each report to the right people at the fixed time and keep a log of what was sent, when, and any later correction
- Follow up politely with teams that send data late or wrong, and tell a senior when a delay will affect a report
- Maintain master lists such as products, branches, employees and customers so that report categories stay consistent
- Reconcile report totals with the ERP, the books or the previous report, and note the reason for every difference
- Handle ad hoc data requests from managers within the agreed scope, and log each request and reply
- Write a short how-to note for each report: source, steps, checks, owner and schedule

What we are looking for

- Excel for recurring reports: pivot tables, lookups, SUMIFS and COUNTIFS, data validation and conditional formatting
- Accuracy: agrees each report's totals to its source before sending
- Comfort with Google Sheets and willingness to learn the data exports from the company's ERP or CRM
- Punctuality: reports leave at the same time every day
- Clear, polite email writing for chasing data and explaining corrections
- Logical thinking: notices when a number looks out of line with the previous day or week
- Basic grasp of business terms such as target, achievement, outstanding and stock

Good to have

- SQL basics to pull data straight from a database
- Power BI, Tableau or Looker Studio dashboards
- Excel macros or Google Apps Script for repetitive steps
- Experience with reports from Tally, SAP, Zoho or a CRM
- An internship or college project that included a dashboard or a recurring report

Who can apply

Graduates of any stream with strong Excel skills, including B.Com, BBA, BCA, B.Sc in maths, statistics or IT, and B.Tech. Diploma holders with solid spreadsheet skills are also eligible.

How to apply

Apply through this job post by [\[Apply by\]](#). Shortlisted candidates will hear from us about the next steps.

MIS executive intern

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Internship | Duration: [Internship duration] | Stipend: [Stipend for the internship]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is looking for an MIS intern to support the reporting team. The intern updates trackers, cleans data and prepares simple reports from templates, with every file checked by a senior colleague. It suits a student who is comfortable in Excel and wants to see how a business tracks sales, collections and operations every day.

What you will do

- Update daily trackers from the sheets and exports shared by other teams
- Keep the raw export unchanged, correct agreed formatting issues in a working copy, and flag missing values and suspected duplicates for supervisor review
- Prepare a weekly summary with a pivot table from a given template
- Check the totals in each report against its source and note any difference
- Keep the master lists of products, branches or employees up to date
- Send reminders to teams that have not shared their data by the cut-off
- Write the how-to note for one report learned during the internship

What we are looking for

- Current student or recent graduate in any stream with good Excel basics
- Knows pivot tables and one lookup function, or is ready to learn them in the first weeks
- Careful with numbers and records every change made to a file
- Can keep to the daily reporting hours set out in the offer

Who can apply

Graduates of any stream with strong Excel skills, including B.Com, BBA, BCA, B.Sc in maths, statistics or IT, and B.Tech. Diploma holders with solid spreadsheet skills are also eligible.

How to apply

Apply through this job post by [Apply by]. Shortlisted candidates will hear from us about the next steps.

Screening questions to add to your job post

1. **A branch's daily sales report and the ERP export show different totals for the same product and date. What do you check first?** Look for checks of the reporting period, filters, units, product codes, returns and duplicate records, followed by a comparison with the source transactions. The applicant should investigate and record the cause before changing either total.
2. **Which Excel functions do you use to match records between two sheets, and what goes wrong with them?** VLOOKUP, XLOOKUP or INDEX-MATCH are all fine. People who have used them on real data mention extra spaces, numbers stored as text, duplicates and wrong match types.
3. **How do you make sure a daily report does not go out with the previous day's data?** Good answers include a date stamp on the sheet, a refresh check, totals compared with the source and a short checklist before sending.
4. **A manager wants a new report by evening. What do you ask before you start?** Strong applicants ask which decision the report supports, which fields and period are needed, who will use it and how often. They do not start building straight away.
5. **A team sends its data late every day. What do you do?** Look for a polite reminder first, then an agreed cut-off through the team's manager, and an escalation your senior knows about. Silent waiting and angry emails are both poor answers.
6. **Have you automated any repeated task in Excel or Sheets, even a small one? Describe it.** A formula that saves ten minutes counts. The answer shows whether the applicant tries to reduce manual work or simply repeats it.
7. **What is the difference between a pivot table and a formula-based summary, and when would you use each?** A pivot table is quick for exploring and regrouping, while formulas suit fixed layouts that must keep their format. A clear reason either way shows real use.