

## **SPM Power & Telecom Pvt. Ltd.**

**Job Title: MIS Executive**

**No. of Positions: 3**

**Job Description:**

- Prepare and manage quotations for clients and vendors.
- Maintain and update company databases for accurate record-keeping.
- Generate and analyze MIS reports to support decision-making.
- Automate reporting processes to improve efficiency.
- Track sales data and provide insights to management.
- Ensure data accuracy and integrity in all reports.
- Assist in process improvements and system enhancements.

Salary: INR 20,000 - 25,000

Location: Nacharam/Cherlapally

Job Type: Full Time

Mode: Office