

Leading MNC-FMCG Client is urgently looking MIS Team-Lead for their business.

Location : Hyderabad



MIS Team-Lead

- Education: **Graduate**
- Experience: **1-2 years**
- Salary: **up to 50K and other benefits**
- Location: **HYDERABAD**

Objective:

Effective utilization of MIS Team, Teamwork, Support to customers Software, Mobility related issues handling, Guidance to Field/Sales Team, Data hygiene check

Skills Required:

- Possess strong interpersonal, analytical and multi-tasking skills.
- Basic Information Technology knowledge is a pre-requisite

Candidates having relevant experience and qualification can send their updated profile, till March 15, 2020.

Key Responsibilities:

- Extended support to Regional Management in various Analysis.
- PO / DSR Training for Back Office / Mobility
- Capable to Conducting Sessions for KPOs / Distributors / TMs / AMs for any new module / Project.
- Training to New TMs / AMs regarding S&D usage / new modules etc.
- Providing help to MIS Coordinators for On time support to customers Software / Hardware / Network related problems
- Testing of S&D new releases / updates and submission of testing results to Head Office
- Follow up for any required reports (Head office or regional requirement)
- Liaison with Head Office / Regional Team for any distributor related sales system issues.
- Cascading all related information / detail regarding Sales System / any other system related project to Distributors, TMs and AMs.
- Identification of any LE related problem and submission to Head Office, if required
- Preparation of daily / weekly / monthly data reporting according to Regional requirement.
- Customer Feedback for all Sales System Back Office / Mobility related issues
- Liaison with Head Office team for resolution of all sales system issues
- On time Submission of all type of returns to Head office and region
- Ready for any special / crucial assignment (e.g. distributor merger, distributor split, distributor / Area Re-Org, Customer Transfer, Customer Inactive etc.
- Support to region for all kind of IT related issues (e.g. telecoms, webcasts, live meetings, printer related issues, scanner related issues, software / hardware related issues and guidance etc.)
- IT Support / Guidance to Field / Sales Team for all kind of Software / Hardware related issues