

Leading MNC-FMCG Client is urgently looking **MIS Coordinator** for their business.

Location : Karachi



MIS Coordinator

- Education: **Graduate**
- Experience: **1-2 years**
- Salary: **up to 40K and other benefits**
- Location: **Karachi**

Key Responsibilities:

- Level – 1 Support to DTs for SND relate issues.
- SND Roll Out at new DTs
- KPO / DSR Training for SND / HHT Usage, new modules etc.
- UAT – User Acceptance Testing for SNG New Modules, Bug Fixes etc
- Trainings for Particular new projects.
- On time support to DTs for all type of SND / Software / Hardware / Network related problems through Phone calls / Team Viewer / Any desk whichever suits best.
- Follow up for any required reports (Head office or regional requirement).
- Troubleshooting any SND / software related issues at DT end.
- Assisting Team Lead in testing of SND new releases / updates and submission of testing results to Head Office.
- Helping / Assisting Team Lead in Identification of any SND related problem and submission to Head Office, if required.
- Helping Team Lead in Preparation of daily / weekly / monthly data according to Regional requirement (e.g. Productivity reports, FCS, IQ, POP details, Channel update etc.)
- Customer Feedback for all SND Back Office / Mobility related issues.
- Assisting Team Lead in Any special / crucial assignment (e.g. distributor merger, customer transfer, distributor split, distributor / Area Re-Org 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.)

Objective:

Effective solve related issues, Teamwork, Support to customers Software, Mobility related issues handling, Data hygiene check

Other Support:

- CNIC Compilation and Update
- Market Visit Tracker
- IQ Tracker
- Activated Volume Tracker
- Guidance / Help in procurement of new hardware (e.g. computer, HHT etc.)

**Candidates having relevant experience and qualification can send their updated profiles,
till APRIL 20, 2021**