

Role Name	MIS Executive - PPC		
Reporting To	Section Manager		
Job Profile			
1. To prepare daily production report with incoming orders and plant head			
2. Prepare daily MIS reports			
3. Prepare monthly MIS reports			
4. Daily production/sales reconciliation			
5. Maintain orderwise tracking of all segment orders			
6. Prepare data for gap analysis for monthly & weekly review meeting of delivery delays			
7. Prepare data for Process wise yeild for weekly meeting			
REQUIREMENTS			
		Educational Qualifications	BA/B.com/BSc. OR Diploma
Skills	Analytical approach, Strong Negotiation Skills, , Communication Skill, Time Management, Man Management	Experience	2~ 3 years of industrial experience
INTERACTION			
Internal	Customers		
1. Section Manager PPC All plant Heads Unit Head	2. 3.	Internal & External.	