

WORK VAPOR

Job Link: <https://workvapor.in/jobs/mis-excel-computer-operator-%e2%82%b91-5-%e2%82%b91-75-lpa-immediate-hiring/>

HIRING ORGANIZATION

Kishen Enterprises

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Vijayawada, Andhra Pradesh, India

MIS EXCEL COMPUTER OPERATOR – ₹1.5–₹1.75 LPA – IMMEDIATE HIRING

BASE SALARY

INR 150000 - INR 175000

DESCRIPTION

MIS Excel Computer Operator – ₹1.5–₹1.75 LPA – Immediate Hiring

Company: Kishen Enterprises

Position: MIS Excel / MIS Computer Operator

Location: Rajamahendravaram, Andhra Pradesh / Vijayawada, Andhra Pradesh / Visakhapatnam, Andhra Pradesh

Work Type: Full-Time, Permanent

Experience: 0–1 year

Salary: ₹1.5–₹1.75 LPA

Openings: 5

Kishen Enterprises is urgently hiring MIS Excel and Computer Operators. The position involves data entry, MIS operations, Excel work, and report generation.

Candidates should be graduates with good Excel knowledge. Immediate joiners are preferred.

Contact: +91 9948309000

Key Responsibilities

- Perform data entry accurately.
- Prepare MIS reports.
- Generate regular reports.
- Maintain Excel sheets and databases.
- Handle back-office processing.
- Prepare Excel-based reports.
- Maintain and update records.

- Perform computer operating tasks.
- Support MIS operations.
- Ensure accuracy in daily work.

Eligibility

- Graduate in any discipline.
- 0–1 year of experience.
- Minimum 1 year of Excel experience is preferred.
- Good knowledge of MS Excel.
- Advanced Excel knowledge is preferred.
- Knowledge of MS Word is required.
- Knowledge of databases is preferred.
- Good typing speed.
- Good communication skills.
- Ability to work quickly with accuracy.

Required Skills

- MS Excel
- Advanced Excel
- Data Entry
- MIS Operations
- MIS Reporting
- MIS Analysis
- MS Word
- Database Management
- Back-Office Processing
- Computer Operations
- Excel Reporting

Additional Opportunity

Candidates will also get exposure to SAP during their work experience with the organisation.

How to Apply

Interested candidates can send their updated resume or contact the recruitment team.

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