

WORK VAPOR

Job Link: <https://workvapor.in/jobs/mis-executive-excel-and-reporting/>

HIRING ORGANIZATION

Starlink Logistics Pvt. Ltd.

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 2, 2026

JOB LOCATION

India

MIS EXECUTIVE – EXCEL AND REPORTING

BASE SALARY

INR 13000 - INR 15000

DESCRIPTION

Job Role: MIS Executive – Telecom Operations

Company: Starlink Logistics Pvt. Ltd.

Job Type: Full Time

Work Location: India | In Person

Salary: ?13,000–?15,000 per month

Industry: Telecom Operations

Eligibility: Women Candidates and Candidates with Disabilities

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Starlink Logistics Pvt. Ltd. is hiring an **MIS Executive** for its telecom operations team. The role focuses on data management reporting and performance tracking.

The selected candidate will work with operational and customer data. Good Excel skills and strong attention to detail are required.

Key Responsibilities

- Maintain and update operational data.
- Analyse customer and business data.
- Prepare daily weekly and monthly reports.
- Create reports using Excel formulas.
- Use macros and dashboards for report automation.
- Collect and verify data from different teams.
- Coordinate with Sales Technical and Customer Support teams.
- Track business performance.
- Support basic forecasting activities.
- Check data accuracy and find discrepancies.

- Provide data-based information for management decisions.

Required Skills

- Strong knowledge of **MS Excel**.
- Knowledge of Pivot Tables.
- Knowledge of VLOOKUP and HLOOKUP.
- Basic knowledge of Macros and Charts.
- Strong analytical skills.
- Good problem-solving skills.
- Good communication skills.
- Good coordination skills.
- Ability to work under deadlines.
- Basic understanding of telecom operations.

Job Details

- Full-time position.
- In-person work.
- Salary: **₹13,000–₹15,000 per month**.
- Provident Fund benefit.

How to Apply

Send your updated **resume** to:

Email: m.singh@starlinklogistics.com

Use the subject line:

Application for MIS Executive – Telecom Sector

For queries:

Phone: +91 9650608571