

WORK VAPOR

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

MIS EXECUTIVE

BASE SALARY

INR 20000 - INR 25000

DESCRIPTION

Job Title: MIS Executive

Manage and update daily data reports from different departments in a proper system.

Organization: Indira IVF Hospital

Location: Udaipur

Employment Type: Full-time

Salary: ₹20,000 – ₹25,000 per month

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About the Organization

Indira IVF Hospital is a leading healthcare provider in fertility treatments, known for its advanced technology and patient care. The organization offers a professional and stable work environment.

Job Overview

This role is suitable for candidates who are comfortable working with data, reports, and basic analysis. You will coordinate with different departments and maintain accurate records for management use.

Key Responsibilities & Role Details

- Collect and update data from all departments on a daily basis
- Generate daily MIS reports accurately and on time
- Check and verify data before final reporting
- Maintain records of all important data figures
- Support management with data analysis

Eligibility & Skills Required

HIRING ORGANIZATION

Indira IVF Hospital

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Udaipur, India

DATE POSTED

? March 24, 2026

- Bachelor's degree (preferred)
- Around 1–2 years of experience in MIS/data handling
- Basic knowledge of MS Excel and reporting
- Good attention to detail
- Ability to work in a structured manner

Perks & Benefits

- Health insurance
- Stable full-time job
- Professional work environment
- Growth opportunities

How to Apply

Send your updated resume via email or WhatsApp.

You can send your resume to the given email/phone/WhatsApp.

Email: shreshtha.sen1@indiraivf.in

Phone/WhatsApp: +91 7230015044