

Post Vacant	Assistant Manager – MIS & Reporting
Job Description / Responsibilities	<ul style="list-style-type: none"> • Own end-to-end reporting and MIS delivery for multiple business requirements and day to day activities. Be responsible for ensuring the timeliness and accuracy of the all reports • Handling database management by using Advanced Excel tools. • Should be proficient with Advanced Excel Formulas such as , Pivot Table, Lookups, Conditional formatting, count IF, Sum IF. • Good analytical skills for MIS, number crunching & reporting to internal & external customers. • Ensure accuracy and timeliness of reports sent. • To support Business by publishing Business Dashboards • To manage Adhoc data requirements for Business Reviews • To Extract Data for Regulatory / Statutory reporting • To generate business insights from data through detailed analysis • Generate and distribute Business dashboards in accurate and timely manner • Provide strong reporting and analytical information support to management team • Provide recommendations to update current MIS to improve reporting efficiency and consistency • Generate both periodic and ad hoc reports as needed to support Business / Audit and Regulatory requirements
Job specific skills	<p>Applicants should have –</p> <ul style="list-style-type: none"> • Considerable multi-tasking extreme attention to detail required, and pressure to meet deadlines. • Working collaboratively and cross-departmentally • Should be in depth knowledge of Advanced Excel • Proven ability to develop and maintain effective relationships with internal and external stakeholders, community members, representatives of government offices etc. • Prior work experience in Broking domain would be preferred • Preferred experience in banking/ securities business • Strong analytical and strategic thinking with exceptional communication and problem solving skills. • Strong writing, communication, presentation and interpersonal skills • Ability to work independently with a high degree of initiative, discretion, and tact; ability to work under pressure • Experience in handling MIS, Analytics/ Strategy and co-ordination across teams • Expertise in MS-Office
Educational Qualification	Graduate
Minimum Experience	1-3 years
CTC OFFERED	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
Location of posting	<p>Mumbai</p> <p>The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.</p>

Email to be sent to	Applications should be submitted on our email careers@bobcaps.in Please mention <u>“Application for the post of MIS & Reporting”</u> in the subject. Applications with any other subject will not be accepted.
Website	www.bobcaps.in
Contact Person	Ms. Suchitra Bangera
Contact No.	022 – 61389300
Last Date for application	26 th October 2022, by email at the above email id