

Company	Centrum Broking Limited
Years of Experience	Minimum of 5 years of experience in managing Management Information Systems, preferably from Stock Broking background
Educational qualification	B. Com / Any Graduate
Roles and Responsibilities (Indicative)	1. Develop and maintain the organization's Management Information System (MIS) to ensure accurate and timely availability of data for decision-making processes.
	2. Evaluate, select, and implement appropriate solutions to support the organization's MIS objectives.
	3. Develop and enforce data management policies and procedures to ensure data integrity, security, and compliance with regulatory requirements.
	4. Collaborate with various departments to understand their data management needs and provide guidance and support in establishing efficient data collection, storage, and retrieval processes.
	5. Monitor and analyze the performance of the MIS to identify areas for improvement, implement upgrades, and troubleshoot any issues to minimize downtime.
	6. Conduct regular data audits to identify and resolve data quality issues, ensuring the accuracy and reliability of data used for reporting and analysis.
	7. Train and support end-users in utilizing the MIS effectively, providing guidance on data entry, extraction, and interpretation.
	8. Stay up-to-date with industry trends and advancements in MIS technology to identify opportunities for innovation and improvement within the organization.
	9. Collaborate with IT teams and vendors to manage system integrations and data interfaces with other business applications.
	10. Prepare and present reports and analyses derived from MIS data to support strategic decision-making processes.
	11. Develop and maintain the organization's Management Information System (MIS) to ensure accurate and timely availability of data for decision-making processes.

	<p>12. Evaluate, select, and implement appropriate solutions to support the organization's MIS objectives.</p>
	<p>13. Develop and enforce data management policies and procedures to ensure data integrity, security, and compliance with regulatory requirements.</p>
Job location	Kalina, Mumbai (Work from Office)
Requisites	<ol style="list-style-type: none"> 1. Strong knowledge of database management systems, such as SQL and Oracle will be added advantage. 2. Experience with data analysis tools and software, such as Microsoft Excel, Power BI, or Tableau. 3. Ability to adapt to changing technology and business requirements in a fast-paced environment. 4. Strong technical knowledge and experience in managing complex Management Information Systems. 5. Proficient in database management and data analysis tools. 6. Excellent problem-solving and troubleshooting skills to identify and resolve system issues. 7. Ability to develop and implement data management policies and procedures. 8. Excellent verbal and written communication skills to effectively interact with stakeholders at various levels. 9. Ability to work collaboratively with cross-functional teams to understand their business needs and translate them into technology solutions. 10. Detail-oriented with a focus on data accuracy and integrity.
Send resume on	careers@centrum.co.in