



Job Description

Job title	Executive – Assistant / Manager-MIS	Job Code	KTPL – EA
Qualification: Any Graduate , Preferably MBA / PG Diploma in management Experience: 04 – 10 years Work Location: Bangalore Skills & Competencies: <ul style="list-style-type: none">• Supporting the Business Heads in managing operations• Excellent organizing and coordination skills• Experience in travel/Hotel accommodation for top management & customers• Preparation of MIS Report			

Roles & Responsibilities: <ul style="list-style-type: none">• Co-ordination and support for group companies• Co-ordinate with HOD's for projects update and progress report• Scheduling meetings/teleconferences• Calendar management• Travel/accommodation coordination• Executive Assistance to Senior management team• Organize and expedite documents for approval• Responsible for MIS reports• Handling minutes of the meetings• Follow-up of action items from respective function heads• Assist in preparing Excel Reports, & Power point Presentations• Organizing travel/Hotel accommodation for top management & customers• Handling visa processes for various countries for employees• Assisting during customer visits• Organizing Hotel and Transport for Client Partners, Senior Managers who often visit the Indian Team
--