Position Title: MIS Executive

Qualification: Graduate

Location: Airoli, Navi Mumbai

Key Responsibilities:
- Candidates with a strong inclination towards numbers, Excel spreadsheets, formulae, queries and software applications.
- Required to interact with multiple internal/external stakeholders on a daily /weekly / monthly basis.
- Required to generate, maintain, consolidate and track various reports.
- Ability to run queries and cull out specific reports from various systems.
- Coordinating and managing all Database Responsibilities.
- Required to suggest process improvements/efficiencies for the sub-process or for the entire process.
- Ability to work/stretch long hours during critical assignments.

Experience and Qualifications:
- Candidate should possess Good knowledge on Excel, SQL, and Access.
- Knowledge of US Healthcare Insurance is a must.
- Experience working on healthcare Revenue Cycle Management processes is preferable
- Good analytical skills
- Well-organized, highly efficient, keen eye for detail
- Work effectively in diverse group of people
- Highly trainable, Quick learner, adaptive to changes and pressure in the organization
- Working knowledge and innovative skills in VBA Excel could be an additional advantage.
- Graduate in any stream
- 1 to 2 years of experience
- Should be comfortable working in night shift