

Data Management Executive (Male) - Delhi

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Company: Capital Placement Services Gurgaon

Location: India

Category: computer-and-mathematical

Data Management Executive (Male) For Packing Industry in Narela, Delhi

Job profile:- Data Management Executive

Salary:- 25-35 k

Experience :- 3+year minimum

Location:- Narela, Delhi, Wazirpur, Delhi

Required Skills & Attributes

Male candidate is preferred

Experience in Management Information System & Report Generation

Acquire data from primary or secondary data sources and maintain databases/data systems

Develop and implement procedures for effective data management.

Create rules and procedures for data sharing & develop data management strategies.

Regularly monitor and evaluate information and data systems that could affect analytical results.

Assist with recognizing and upholding digital security systems to protect delicate information.

Identify, analyze, and interpret trends or patterns in complex data sets in Excel and Google sheets.

Dashboard Create, Data Creation & Distribution, MIS.

Advanced Excel, V look-up & H look-up, Drop Down, Range, Run Down, Data Table, Mail Merge.

Google Sheet, Google Forms, Google Docs, Google Add Script, Google Slides, Google Drawing.

Google Analytics, Google App Developer, Google Big Query, VBA & Macros.

Shortkeys (Google, Mailing etc.), Data Studio, Algorithm, Coding, HTML Coding, Java Script.

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