
MIS Executive Resume

Job Objective

To enhance my skills and further my career by filling the position of MIS Executive in well-established organization.

Highlights of Qualifications:

- Huge experience in Financial Management
 - Wide knowledge of tax and other compliance implications of non-profit status
 - Proficient in excel, word, outlook, and access
 - Excellent communication and interpersonal skills
 - Strong project management and organizational skills
 - Ability to challenge and debate issues of importance to the organization
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Professional Experience:

MIS Executive

TimeWarner Corporate, Foxboro, MA

August 2007 – Present

- Prepared monthly Performance Status Reports.
- Collated, analyzed and documented company's quarterly and half yearly performance details.
- Generated, maintained and analyzed Sales, Quality and Client Service reports.
- Reviewed history of current reporting.
- Monitored implementation of MIS processes and evaluated their effectiveness.

MIS Executive

Beacon Partners, Inc., Foxboro, MA

May 2004- July 2007

- Managed information technology resources for business.
 - Overseen MIS staff and delegated tasks and projects.
 - Maintained and updated all details of service agreements with clients.
 - Measured and developed service level targets against Best in class benchmarks.
 - Performed Trend Analysis of Data and Automation of reports.
 - Prepared variance reports such as Forecast vs. Actual sales.
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Education:

Bachelor's Degree in Computer Science

Northcentral University, Prescott, AZ

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