
MIS Officer Resume

Job Objective

Seeking employment as a MIS Officer Want opportunity to use my past expertise to better the organization as a whole.

Highlights of Qualifications:

- Wide experience in MIS
 - Experience in interacting with senior management
 - Excellent knowledge of trouble shooting and system maintenance
 - Solid knowledge of License software and management
 - Superior ability to implement management directives independently
 - Strong ability to co-ordinate hardware and software maintenance contracts
 - Strong oral and written communications skills
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Professional Experience:

MIS Officer

Leake and Watts Services, Clinton, OK

August 2005 – Present

- Carried out all duties as MIS officer.
- Managed and maintained management information system efficiently.
- Supported MIS manager with technical and managerial functions.
- Maintained and supported servers and workstations as per MIS manager's direction
- Ensured data reliability and integrity through regular system diagnosis, updates and repair
- Provided hardware and software technical support to optimize MIS management.

MIS Officer

SIS Technologies, Clinton, OK

May 2000 – July 2005

- Managed management information system effectively.
 - Developed systems to support MIS utilized approved development system
 - Designed and maintained information system to support company management.
 - Performed MS SharePoint programming and Database maintenance.
 - Performed trouble shooting and system maintenance activities.
 - Managed hardware and software installation and maintenance.
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Education:

Bachelor's Degree in Management Information Systems

Ohio Valley University, Vienna, WV

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