Job Title: IT – MIS Executive

Location – Greater Noida, NCR

Job Profile : MIS

1. Candidate should have good exposure in SAP MM Module
2. Excel and Advance Excel, V-Lookup and must have good English communication skills.
3. Manage IT Asset (Check-In and Check-Out)
4. Preparation of Purchase Requestion
5. Coordination with Commercial Team on PO Release
6. Timely Vendor Payment and Invoice Management
7. Inventory Management
8. Check-in and Check-out of Asset
9. Work closely with Core Infrastructure and IT Operations team
10. Raise Flag when stock reaches 80% of consumption

Experience: Min 2 Year

Graduation: Any

Interested candidates can mail their CVs at career@bennett.edu.in with the subject line Application for "IT-MIS Executive".