

**Job title: Data Co-ordinator**

**Qualification: Graduate/post graduate in any stream**

- Presenting synthesized data in prescribed format to support high-end analysis and business process.
- Collecting and maintaining data from various departments and consolidating into decision support system.
- Input and monitor any data or information generating from all colleges for business process.
- Interacting with various departments and creating a good working relationship.
- Well versed with MS office application specially in excel
- Good communication skill is an added advantage.