



Ensomerge – Brand Owned by Perpetual B2B Sales

Mr. Priyanshu Kumar Mishra
109, Gandhi Puram, Chawani Ashraf Khan, Bareilly,
Uttar Pradesh- 243122

Dear Priyanshu,

We are pleased to offer you the Full-Time position of MIS Executive (Management of Information Systems) at Ensomerge – A Brand owned by Perpetual B2B Sales with a start date of 24th January 2022, contingent upon Background Verifications and Forms Submitted to the HR Department within the Set Cut Off Time. You will be reporting directly to Mr. Mukund Mukesh and presently this position is Full Time Work from Home. We believe your skills and experience are an excellent match for our organization.

In this role, you will be required to: -

1. Develop and maintain daily, weekly and monthly operational analysis as it relates to volume, efficiencies, cycle time, quality, and service
2. Report on operational metrics, conduct data and business analysis, and present summary of findings to management in a clear, concise, convincing, and actionable format
3. Create and maintain daily operational scorecards to track and report on KPIs, assist in volume forecast and capacity planning as needed
4. Provide support and maintenance to existing management information systems (MIS).
5. Generate and distribute management reports in accurate and timely manner
6. Develops MIS documentation to allow for smooth operations and easy system maintenance

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Director, Corporate Relations,
Invertis University
Bareilly

#117, Ground Floor
Erappa Reddy Layout
Banaswadi Main Road
Bangalore - 560043
www.ensomerge.com
+91- 9886161482


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7. Provide recommendations to update current MIS to improve reporting efficiency and consistency
8. Perform data analysis for generating reports on periodic basis
9. Develop MIS system for customer management and internal communication
10. Provide strong reporting and analytical information support to management team
11. Generate both periodic and ad hoc reports as needed
12. Understand customer problems and provide appropriate technical solutions
13. Analyse business information to identify process improvements for increasing business efficiency and effectiveness.
14. Participate in cross-functional meetings to resolve recurring customer issues.
15. Establish a strong relationship with Team Managers and management through a demonstration of industry knowledge and of the business issues at hand
16. Analyse current business processes and make recommendations for improvements
17. Maintain thorough understanding of data and information resources
18. Maintain a status on all projects and proactively communicate with management and customers

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The annual starting salary for this position is ₹2,04,000/- to be paid on a Monthly basis in your Bank Account provided, which should be in your name, starting from 24th January 2022.

Your Salary will be Calculated from 15th of every month to 14th of the next month and the Salary for the same is Credited on 15th of the month after. Your 1st Salary will be paid on 15th March 2022 and it will be for the period of work from 24th January 2022 to 14th Feb 2022, (hence it will be less than a month's Salary). Post 15th March 2022, every 15th will be the Pay Day as is for all Support Function staff.

In addition, your compensation package does not include the incentives which would be decided and determined and subject to change every month by the management and shall be notified.


Perpetual B2B Sales – Brand owners of Ensomerge, also offers you Organization-paid holidays, which are 21 days in a year. This is in addition to regular 2 Week Offs (mostly Saturdays and Sundays) and 12 Additional Holidays determined and published by the company as Annual Holiday calendar.

This offer of employment is open for your acceptance until the end of the business day 25th January 2022. Please contact me at 9886161482 if you have any questions regarding this, as we look forward to your written acceptance of this offer.


Sincerely,

Mukund Mukesh

Org Head
Perpetual B2B Sales


Mukund Mukesh
Perpetual B2B Sales
Ensomerge

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