



REVISED JOB ANNOUNCEMENT of PUR ENERGY

It is hereby informed to the 2021 graduates that the **PUR ENERGY Pvt. Ltd.** would like to conduct recruitment drive for all the branches.

JOB DESCRIPTION:

About the Company

PuR Energy Pvt. Ltd., a company manufacturing Electric Vehicles with the lithium battery technology being made in-house under the brand name PURE EV at the factory based in Sangareddy, Telangana. We are looking for passionate and enthusiastic professionals to joining our MIS (Management Information System) team.

The job is based out of Sangareddy, where factory is located

Position Summary

MIS Assistant will be helping the MIS team in coordination across the departments with regards to collection, authentication, storage and analysis of the data points. Further, summarizing and creating required dashboards and reports on daily, weekly, and monthly basis.

Designation: MIS Assistant

Discipline: All the branches (without active backlogs)

CTC: Rs. 20,000 to Rs. 25,000 Per Month (Based on Interview)

Skills Required:

- Intermediate skills in excel (Ability to use logic functions)
- Intermediate English verbal and written communication.
- Basic Programming skills in MYSQL will be an added advantage.
- Experience in using google drive.
- Ability to learn and implement workflow templates by using App Sheet.
- Ability to create insightful analytics by using Google data studio.
- Focused and Target oriented.

Job Roles:

- Documentation.
- Digital Database Management.
- Supporting with report generations.
- Coordination across the departments.
- Any Ad-hoc task given on time-to-time basis.

Note

**Candidates are required to produce their B.Tech Final Semester Project Reports / Presentation at the time of interview

Interested candidates are required to register in the given below link by 4:00PM on 01st September 2021.

Registration Link: <https://forms.gle/Zkfegu4VBfDytkpi9>

**Sd/-
T & P Office**