Job Description – MIS Analyst | Bharat Taxi

Position: MIS Analyst
Experience: 2 Years
Location: Delhi NCR
Employment Type: Full-Time
Salary: ₹30,000 – ₹35,000 per month

About the Role

We are looking for a detail-oriented MIS Analyst to monitor, analyse and report operational data for Bharat Taxi. The candidate will be responsible for maintaining data accuracy, tracking key business metrics, identifying discrepancies and preparing regular performance reports. The role requires strong Excel, SQL and analytical skills, along with the ability to convert raw data into meaningful insights to support management decision-making.

Key Responsibilities

- Monitor daily operational data related to drivers, riders, bookings, rides and revenue.
- Prepare and maintain daily, weekly and monthly MIS reports and dashboards.
- Monitor & Analyse trends across different locations and time periods.
- Identify unusual variations, data discrepancies, missing records and reporting errors.
- Extract, clean, organise and validate data from different sources.
- Develop automated reports and dashboards to minimise manual reporting.
- Coordinate with Operations and Tech teams to resolve data-related issues.
- Highlight operational gaps, performance deviations and recurring issues to management.
- Provide data-backed insights and recommendations for improving operational performance.
- Maintain historical records, trackers and proper reporting documentation.

Qualifications & Experience

- B.Tech/Master's in CS.
- 2 years of experience in MIS, Data Analysis or Business Reporting.

- Strong proficiency in Microsoft Excel & Basic to intermediate knowledge of SQL and database querying.
- Knowledge of Power BI or similar reporting tools.
- Understanding of data cleaning, validation and verification.
- Experience in preparing MIS reports and performance dashboards.
- Strong analytical, logical and problem-solving skills.
- High attention to detail and data accuracy.
- Good communication and coordination skills.

Desirable Skills

- Experience in ride-hailing, mobility, logistics or transportation technology.
- Basic knowledge of Python for data analysis.

Key Performance Indicators

- Accuracy and timely submission of MIS reports.
- Timely identification of data discrepancies.
- Quality of business analysis and actionable insights.
- Timely identification of operational trends and performance deviations.
- Timely escalation and resolution of data-related issues.
- Contribution towards improved operational visibility and data-driven decision-making.