



Officer/Sr. Officer - MIS & Business Analysis

About the job

Company Name: Akij Resources

Location: Dhaka

Job Type: Full-Time

Workplace Type: Full-time

Job ID: IJOB202657594

Nobayon Traders Limited (a concern of Akij Resource), is looking for an analytical and detail-oriented Officer/Senior Officer – MIS & Business Analysis for its Corporate Office. The incumbent will be responsible for preparing MIS reports, dashboards, market research, business analysis, and performance evaluation to transform data into actionable insights that support strategic decision-making and business growth. The ideal candidate should have strong expertise in Advanced Excel, Power BI, data visualization, and ERP systems to deliver accurate, timely, and value-driven business reports.

Job Responsibilities

- MIS & Business Reporting
 - Prepare and circulate daily, weekly, and monthly MIS reports for management.
 - Develop and maintain dashboards, KPI reports, and business performance scorecards using Excel and Power BI.
 - Ensure data accuracy, consistency, and timely reporting across business functions.
- Market Research & Business Intelligence
 - Conduct market and competitor research to identify trends, opportunities, risks, pricing strategies, and industry developments.
 - Prepare market intelligence reports and business insights to support strategic decision-making.
- Data Analytics & Performance Evaluation
 - Collect, validate, and analyze business data from internal and external sources.
 - Analyze sales, procurement, inventory, pricing, margin, and collection performance to identify trends and improvement opportunities.
 - Monitor business KPIs and provide actionable insights through data analysis.

- Strategic Planning & Forecasting
- Support management with demand forecasting, variance analysis, price modeling, financial projections, and business reviews.
- Assist in evaluating new products, suppliers, markets, investment opportunities, and business expansion initiatives.
- Dashboard Development & Process Automation
- Design and maintain Power BI dashboards and automated reporting systems.
- Develop Excel-based automation tools using Power Query, Power Pivot, and VBA.
- Recommend process improvements to enhance reporting efficiency and decision support.
- Management Reporting & Cross-functional Support
- Prepare research reports, management presentations, briefing notes, and strategic business review materials.
- Collaborate with Sales, Procurement, Finance, Supply Chain, and Operations teams to provide analytical support and drive cross-functional initiatives.
- Compliance & Documentation
- Ensure compliance with company policies, IT governance, and data security standards.
- Maintain documentation of reports, dashboards, databases, research methodologies.

Requirements

- Experience: 2-5 years
- Education: bachelor of business administration in management information systems (mis)
- Skills: analytics and reporting, must-have: analytical skills, reporting and analysis, market research & analysis, strong business acumen, data analysis and reporting, financial analysis & reporting, business intelligence tools, business intelligence, executive reporting

Last Date of Application: 02 September 2026

Application Link: <https://www.linkedin.com/jobs/view/4446251381/>