

## Job Description

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Title:	MIS Analyst
Business Unit:	AR Optimizer
Department:	Management Information System
Reports to:	Assistant Manager
Location:	Gurugram
Direct Reports:	No
Updated:	May 2023

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## About FinThrive

FinThrive is advancing the healthcare economy. We rethink revenue management to pave the way for a healthcare system that ensures every transaction and patient experience is addressed holistically. We're making breakthroughs in technology—developing award-winning revenue management solutions that adapt with healthcare professionals, freeing providers and payers from complexity and inefficiency, so they can focus on doing their best work. Our end-to-end revenue management platform delivers a smarter, smoother revenue experience that increases revenue, reduces costs, expands cash collections, and ensures regulatory compliance across the entire revenue cycle continuum. We've delivered over \$10 billion in net revenue and cash to more than 3,245 customers worldwide. When healthcare finance becomes effortless, the boundaries of what's possible in healthcare expand. For more information on our new vision for healthcare revenue management, visit [finthrive.com](https://finthrive.com)

## About Our Culture

### Find Balance with Our Colleague-friendly Organization

We prioritize work-life balance and flexibility for our colleagues, which is why FinThrive offers a conducive and stress-free work culture. This, along with fantastic salary and benefits packages will help you thrive in your career.

### Take Time to Recharge and Pursue Your Passions

At FinThrive, we believe in the human side of work and the importance of taking time to pursue your passions and recharge. Whether it's traveling the world, spending quality time with loved ones, or giving back to your community, we want you to enjoy all the good that life has to offer.

### Be Part of a Positive and Supportive Work Environment

FinThrive colleagues value diversity, inclusivity, and respect, and we're committed to creating a positive and supportive work environment where every colleague's voice is heard and celebrated. At FinThrive, you're a valuable member of our team, and your opinions matter!

### Grow and Excel Your Career with Training and Education

FinThrive is committed to helping our colleagues grow and excel in their careers, which is why we offer top-notch training and education to sharpen your skills and prepare you for whatever lies ahead. With our support, you'll be well-equipped to succeed not just in your current role but also in your future endeavors.

## What we offer

- Term life, Accidental & Medical Insurance
- Professional development opportunities

## Impact you will make

- As an MIS Analyst, you will work on various reports and analyze them as per the management requirements.
- Support the customer in their reporting requirements and showcasing to the customer how is their project performing

- Correct projection adds value and shows an accurate picture to the customer, which, in turn results in a satisfied customer and thus can help in the long run to generate revenue

## What you will do

### Major Responsibilities/Activities:

- Create need based Excel reports and Dashboards
- Analyze and present the data in a more effective way
- Liaison with on-shore and off-shore team for reporting/data requirements and furnish the same
- Anticipate information requirements, evaluate business processes, and uncover areas for improving information sharing
- Construct workflow charts, diagrams, and technical specifications to begin methods for improvement
- Maintain, analyze, summarize data
- Perform regular data quality checks to ensure all reported information is accurate and relevant
- Provide robust data usage and analytics reports to the appropriate leaders in management
- Understanding how to share, store, search for, and analyze data
- Perform root cause analysis to create more effective information processes
- Make sense of data and statistics to understand the best strategies to apply
- Know how to integrate data from multiple sources according to standards and best practices

## What you will bring

- Strong analytical skills, intuitive thinking, and digital expertise to carefully examine how people in an organization use data and technological tools
- Should be technically savvy problem-solver who is not afraid to sift through large amounts of data
- Ability to handle multiple tasks of reporting simultaneously
- Good verbal and written communication skills
- Good working knowledge of MS-Office
- Graduate with at least 1 year of experience in MIS

## What we would like to see

- Proven experience of working with Advance Excel
- Ability to Plan and Prioritize work
- Must be Self-Motivated and detail oriented
- Open to work in 24\*7 Environment



FinThrive is an Equal Opportunity Employer and ensures its employment decisions comply with principles embodied in Title VII, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Vietnam Veterans Readjustment Assistance Act of 1974, Executive Order 11246, Revised Order Number 4, and applicable state regulations.

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