

PRAN-RFL Group is hiring MTO-MIS.

Position Title: Management Trainee Officer – Management Information Systems (MTO-MIS)

Job Location: Anywhere in Bangladesh

Employment Type: Full-time

About the Role

The Management Trainee Officer – MIS will be responsible for supporting the organization's information systems, data management, and reporting processes. This role is designed for fresh graduates who are eager to build a career in IT-enabled business operations, analytics, and system management. The selected candidate will receive structured training and development to prepare for future leadership roles in MIS.

Key Responsibilities

- Assist in the design, implementation, and maintenance of MIS systems.
- Collect, process, and analyze organizational data to support decision-making.
- Prepare reports, dashboards, and performance metrics for management.
- Ensure accuracy, security, and accessibility of data across departments.
- Collaborate with cross-functional teams to identify system requirements and improvements.
- Support troubleshooting and provide technical assistance to end-users.
- Contribute to automation initiatives and digital transformation projects.

Requirements

- Education: BSc. in Computer Science & Engineering (CSE).
- Experience: Fresh graduates or 1 year of experience.
- Age: Not more than 32 years.
- Strong analytical and problem-solving skills.
- Good communication ability in Bangla and English.
- Willingness to work anywhere in Bangladesh.

Benefits

- Competitive salary package.

-Performance-based bonuses.

-Festival bonus.

-Provident fund facilities.

-Career growth opportunities through structured training and mentorship.

Deadline: 15 April 2026

Apply now: <https://lnkd.in/g9h2F5jP>