

Neutrino Tech Systems

<https://neutrinotechsystems.com/job/associate-lead-finance-pmo-lead-finance-pmo/>

Associate Lead Finance PMO / Lead Finance PMO

Description

Experience: 3 to 7 Years

Relevant: 2 to 3 Years

Notice period: 0-30 Days

Education – Bachelor's degree

Location: Pune

CTC Budget: Max 7- 8 LPA

Qualifications

Mandatory skills: Project Management and company finance, Managed large account for IT companies, Finance budgeting, forecasting and analysis, Invoicing, stakeholder communication.

Generate Daily / Monthly / weekly reports by using advance excel functions.

Maintain day to day MIS data and provide reports to the management.

Produce pivot tables, reports and charts for use in key decision-making processes

Power Point presentation (PPT) and PMO activities like Resource Allocation, onboarding & Offboarding, Accounts and Finance knowledge will be added advantage

Working experience in various MIS reports

Hands on Microsoft Excel –

1. Excel functions,
2. Excel Formula
3. Excel Charts (Graphs),
4. Excel Conditional Formatting
5. Creating excel dashboard – (additional, not mandatory)
6. Excel Macros / VBA – (additional, not mandatory)

Vlookup, Xlookup, Pivot Table, Excel Macros, If conditions, Time and Date functions, if functions, Excel Mathematical functions

Hiring organization

Neutrino Tech Systems

Employment Type

Full-time

Date posted

January 16, 2026