

Ref. No : **AF/D-Analyst/2024/JD/01**

Detailed Job Description

Job title : Data Analyst
Reporting to : Team Lead
Salary : Industry par CTC
Hours : Full time
Location : Hebbal office, Bangalore.

Job Brief

We are seeking a skilled **Data Analyst** with 5-8 years of experience in reporting and analytics to join our team. The ideal candidate will be responsible for collecting, processing, and analyzing data to provide actionable insights and support data-driven decision-making. You will work closely with cross-functional teams to develop reporting solutions, identify trends, and create dashboards that improve business performance and operational efficiency.

Job Description

Key Responsibilities:

- **Data Collection & Cleaning:** Gather, clean, and preprocess data from multiple sources to ensure accuracy and consistency in analysis.
- **Reporting & Visualization:** Design, build, and maintain standard and ad hoc reports and dashboards to track KPIs and business metrics using tools like Power BI, Tableau, or Excel.
- **Data Analysis:** Analyze large datasets to identify trends, patterns, and insights that can inform business decisions.
- **Business Intelligence:** Collaborate with stakeholders to understand their data needs and deliver insights that help drive strategy and decision-making.
- **Documentation & Process Improvement:** Document analysis processes and create best practices to ensure repeatability and efficiency. Continuously seek opportunities to automate and streamline data workflows.
- **Stakeholder Communication:** Present findings and insights clearly to stakeholders across technical and non-technical teams. Provide recommendations for process improvements or opportunities based on data insights.

Academic & trades qualifications

Bachelor's degree in Data Science, Computer Science, Statistics, Mathematics, Economics, or a related field.

Work experience & skills

- **Experience:** 5-8 years of experience in data analysis, business intelligence, or reporting roles.
- **Technical Skills:**
 - Proficiency in SQL & Alteryx for data extraction and manipulation.
 - Experience with data visualization tools (e.g., Power BI, Tableau, Looker, Qlik).
 - Strong skills in Excel (pivot tables, VLOOKUP, advanced formulas).
 - Familiarity with programming languages (e.g., Python, R) is a plus.
- **Analytical Skills:** Strong analytical mindset with the ability to interpret complex data sets, conduct root cause analysis, and derive actionable insights.
- **Communication Skills:** Excellent written and verbal communication skills; ability to convey complex findings to non-technical audiences.
- **Problem-Solving:** Proactive and detail-oriented with a keen ability to troubleshoot and solve data-related issues.

Preferred Qualifications:

- **Certifications:** Relevant certifications in data analysis, such as Google Data Analytics, Microsoft Certified: Data Analyst Associate, or Certified Business Intelligence Professional (CBIP).
- **Experience with Cloud Platforms:** Familiarity with cloud-based data platforms (AWS, Azure, Google Cloud) is an advantage.
- **Project Management:** Ability to manage and prioritize multiple tasks in a fast-paced environment.

Why Join Us?

- Competitive salary and benefits package.
- Inclusive work environment that values diversity and innovation.
- Opportunity to work in a collaborative and innovative environment.
- The chance to work on impactful projects with cross-functional teams that drive business success.