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| **JOB DESCRIPTION** |
| 1. **Position Details**
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| **Job Title** | **Data Analyst**  |
| **Function** | Business Analyst | **Location** |  Noida |
| **Direct Reporting to:** | Chief Executive Officer  | **Matrix Reporting**  | Job Managers & IT |
| Vision India is a Business Conglomerate having three business verticals - Staffing, Skilling & Advisory Services. With 32000 Associate base and 150 Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of proven credentials in the Staffing domain with a range of Organizations in India, South East Asia and Middle East. We wear ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy. It has been growing top line consistently over the last many years. It stands proudly at INR 170 Crore of Revenue for the year 2021-22. Recording a CAGR of 20% over the last five years, it is poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2022-23 as well as strong fundamentals on staffing side.  |
| 1. **PURPOSE**
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| The role holder will be responsible to own up his individual & professional roadmap in Data Business Analytics using his/ her knowledge of data processing software and business development strategies to provide sound business decisions to company Executives. Duties include collaborating with other data professionals to extract data figures, creating reports based on their findings, ensuring equilibrium between demand & supply of jobs & the Human Resources and monitoring key performance indicators (KPIs) to determine business initiatives’ success.The role incumbent would be deft in a start-up like environment and brings to fore, a strong challenger mind-set with proven abilities to influence peers across the eco-system and deliver a higher quality data uses.

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| 1. **KEY RESPONSIBILITIES**
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| * Enriching data on job portal ensuring equilibrium between demand & supply of jobs & job seekers
* Use statistical methods to analyze data and generate useful business reports
* Creating and designing the structures of a database
* Collecting & clearing data, leads & communicating with Stakeholders by putting together visualizations like charts and graphs, writing reports, and presenting information to interested parties.
* Work with management team to create a prioritized list of needs for each business segment
* Identify and recommend new ways to rationalize cost by streamlining business processes
* Work with departmental managers to outline the specific data needs for each business method analysis project
* Supporting business leaders with appropriate report & MIS
* Maximize the uses of Job Portal, Maximizing the revenue & reporting
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| 1. **QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE**
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| * Bachelor’s Degree in Mathematics or Computer Engineering
* 2+ years’ Data mining experience
* 4+ years in a data analyst role
* Ability to collaborate effectively and work as part of a team
* Strong attention to detail
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