Job Description

Name of the Company	Tatva Chintan Pharma Chem limited
Position	Officer /Sr. Officer/Executive- Data Analyst
Role Purpose	To collect, process, and perform statistical analyses on large datasets to discover useful information, suggest conclusions, and support decision-making.
Role Reports to	Executive Assistant to Director
Location	Vadodara
Qualification	B.Sc./M Sc- Mathematics/Statistics with related computer proficiencies course
Years of experience	2-5 years

Focus Area

- To systematically collects, processes, and performs statistical analyses on data sets. Their responsibilities includes:

- Data Cleaning and Preparation: This involves filtering the data, handling missing values, and preparing the dataset for analysis to ensure accuracy and relevance.

- Data Exploration and Analysis: To use statistical tools and techniques to explore and analyze data, identifying patterns, relationships, and trends.

- Data Visualization: To create visual representations of data findings through charts, graphs, and dashboards to make the data understandable.

- Reporting: To prepare reports and presentations to communicate the insights and findings from the data to stakeholders, which can influence policy and decision-making processes.

- Collaboration: To work with other departments to understand their data needs and help them make informed decisions based on data insights.

KSA- Knowledge, Skills & Attributes

- Advance Excel & AI tools useful for data analyst

- Data Quality and Integrity

- Developing and Supporting Reporting Processes: Monthly, quarterly, MIS & review

- Knowledge & hands on exposure of SAP or related ERP

- Developing Automated Processes for Data Scraping

- Detect, examine, and decode trends or patterns within intricate datasets

- Employ statistical techniques to scrutinize data and produce actionable business insights

- Develop data dashboards, charts, and visual aids to support decision-making across departments

- Performs Complex Analyses

Preferences

- Experience in manufacturing units of specialty chemical company having multi location, multi products

- Vadodara based candidate

- Early joining