



Job Position:
Business Analyst



Location:
Kolhapur

Experience: 0-2 years

Roles & Responsibilities:

- Identifying technical requirements and then prioritizing them
- Creating detailed reports, making data analysis “visual”
- Outlining problems and their respective solutions
- Identifying business opportunities
- Budgeting and financial forecasting
- Project planning and management
- Variance analysis
- Product pricing
- Defining business requirements and goals
- Facilitating communication between management and production
- Ensuring follow-through progress reporting.
- Student and academic business processes such as academic scheduling, student registration, admissions, course development and management, coursework evaluation, academic advising, and grade reporting
- Fundamentals of systems analysis, functional configuration, and testing
- Methods of developing operational process specifications
- Characteristics and capabilities of state-of-the art technology in student systems information processing
- Principles and practices of student systems reporting
- Industry and professional standards for key business systems, procedures, and methods pertinent to assigned area
- Principles of program documentation
- Principles of report, screen, and form design
- Principles of organization and management
- Principles of work simplification and modification
- Federal, State, and local laws, ordinances, codes, and regulations related to student systems information processing
- Principles of training
- NAAC , NBA , AISHE , NIRF Accreditation and Compliance
- Analyze and develop improvements to existing manual and computerized operational procedures involving student systems information processing systems

- Develop and document operational and technical processes, functions, and procedures involving ERP student systems modules and develop appropriate solutions
- Perform complex functional configuration, modification, and testing tasks involving ERP student systems modules
- Analyze complex operational problems involving ERP student systems modules and develop appropriate solutions
- Identify business user needs, identify deliverables, and present results
- Consistently use and promote professional standards and practices related to assignments
- Actively contribute to a culture of constructive collaboration and innovation with colleagues
- Maintain high levels of customer service and satisfaction
- Express complex concepts clearly and concisely both orally and in writing
- Interpret and apply applicable rules, laws, and procedures to student systems operations
- Prepare clear and concise reports, documentation, instructions, and training materials
- Work effectively and independently on assigned projects
- Work effectively and cooperatively with administrators, functional and technical team members, and users
- Provide technical assistance to users
- Train system users effectively
- Meet established priorities and project schedules
- Present and lead discussions on ERP student systems functionality as it relates to current operational needs
- Learn the characteristics of new systems and update skills to adapt to changing technology

Technical Skills required:

- Statistical analysis software.
- SQL databases and database querying languages
- Programming skills such as Python and R
- Survey/query software
- Business intelligence and reporting software
- Data mining
- Data visualization
- Database design

Soft Skills required:

- Excellent problem solving and analytical skills.
- Ownership of work.
- willing to learn new technologies.
- Excellent communication skills.
- Strong Commitment towards the work & Organization.
- Strong background in Logic and Algorithms.
- Strong attention to detail.
- Should be able to adapt new techniques
- Ability to interact, communicate and present ideas.
- Strategic thinking.
- Team Building Skills.
- Highly motivated & self-driven with a proven ability to perform multi-tasking.
- Immediate Joiner preferred.

Benefits:

- Hands-on experience working on a cutting-edge new platform.
- Excellent Career growth.
- Opportunity to work on large EDuTech projects.
- Healthy work culture.
- Mentorship from innovative teammates.
- Competitive Compensation Package.
- We have team and company-wide outings.
- Monthly and Yearly Awards Ceremony and celebrations.
- Inhouse trainings & Inductions that will help you to grow personally as well as professionally.