eVidyaloka
To Educate ~ Anywhere Anytime

Job Title	Coordinator - Data Analysis, Data Reporting
Reporting into:	
Direct line	Ops Lead – eVidyaloka platform
Dotted line	CEO – eVidyaloka
Job Purpose	eVidyaloka is looking for an experienced Data Analyst who is able to turn project requirements into custom-formatted data reports. The ideal candidate for this position is able to do complete life cycle data generation and outline critical information for each Function Manager. We also need someone who is able to analyze business procedures and recommend specific types of data that can be used to improve upon them. • Use statistical methods to analyze data and generate useful business reports • Work with departmental managers to outline the specific data needs for each business method analysis project
Principal Accountabilities	• Acquiring data from primary or secondary data sources and maintaining databases • Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality • Interpret data, analyze results using statistical techniques and provide ongoing reports • Present detailed reports about the meaning of gathered data to members of management and help them identify scenarios utilizing modifications in the data. **Daily and Monthly Responsibilities** • Work closely with project managers to understand and maintain focus on their analytical needs, including identifying critical metrics and KPIs, and deliver actionable insights to relevant decision-makers • Proactively analyze data to answer key questions from leadership or out of self-initiated curiosity with an eye for what drives business performance, investigating and communicating areas for improvement in efficiency and productivity • Create and maintain rich interactive visualizations through data interpretation and analysis integrating various reporting components from multiple data sources • Define and implement data acquisition and integration logic, selecting

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	appropriate combination of methods and tools within defined technology stack to ensure optimal scalability and performance of the solution
Individual Performance Measure	• Quarterly data reports for major business functions and share graphical representations • Creating prioritized list of needs for each business segment
Qualification & Experience	• **Education:** Bachelor's Degree in Mathematics, Economics, Computer Science, Information Management or Statistics • **Experience :** 2-3 years in a data analyst role • **Location :** Bangalore • **Job Type :** Full time
Skills Required	• As a data analyst, you are responsible for taking these numbers, statistics, and seemingly jumbled data and turning it into something an average person could read and understand with ease. • Technical expertise regarding data models, database design development, data mining and segmentation techniques • Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc.) • Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy • Skills such as communication, creativity, attention-to-detail, organization, and time management are crucial for success in this role. • Ability to collaborate effectively and work as part of a team • Strong attention to data