



Associate Analyst- Deloitte Account Services Professional

If you would like to support Deloitte's important clients, this could be the role for you. The role provides an opportunity to provide and deliver support services to Deloitte's client account teams.

The Team

Deloitte Account Services (DAS) professionals assist client leaders in strengthening how we serve our most important clients. CoAE professionals execute internal account operations, such that the account leaders can focus on delivering value to our clients.

The Work You'll Do

As a DAS Shared Services professional, you will perform operational tasks that support Deloitte to efficiently serve our clients.

Key responsibilities include, but are not limited to, the following:

- Ensure that critical data is entered properly into forms and applications according to written instructions.
- Use existing information to create client ready documents according to templates and requirements outlined.
- Generate simple reports and provide status updates.
- Data collection from online resources and create presentations.
- Format power point presentations using brand guidelines and instructions.
- Convert image files to text files.
- Create deliverables and complete assigned tasks as per agreed SLAs.
- Develop templates and assist in developing process documents for deliverables.

Key Skills

To be successful in this role, you should have the following skills:

- Proficient in Microsoft office suite, especially Excel, Power Point and Word
- Ability to follow instructions and execute without error.
- Demonstrated ability to pay attention to details.
- Ability to work in a fast-paced, team environment.
- Good verbal and written communication skills
- Ability to work virtually.
- Solid reasoning and problem-solving skills

Qualifications and Experience

Required:

- 0-2 years professional experience
- Bachelor's degree

Work Timings and Location

- 11 AM – 8PM (IST) or 2PM – 11PM (IST), Hyderabad



How you'll grow

At Deloitte, we've invested a great deal to create a rich environment in which our professionals can grow. We want all our people to develop in their own way, playing to their own strengths as they hone their leadership skills. And, as a part of our efforts, we provide our professionals with a variety of learning and networking opportunities—including exposure to leaders, sponsors, coaches, and challenging assignments—to help accelerate their careers along the way. No two people learn in exactly the same way. So, we provide a range of resources including live classrooms, team-based learning, and eLearning. DU: The Leadership Center in India, our state-of-the-art, world-class learning Center in the Hyderabad offices is an extension of the Deloitte University (DU) in Westlake, Texas, and represents a tangible symbol of our commitment to our people's growth and development. [Explore DU: The Leadership Center in India.](#)

Benefits

At Deloitte, we know that great people make a great organization. We value our people and offer employees a broad range of benefits. Learn more **about what working at Deloitte can mean for you.**

Deloitte's culture

Our positive and supportive culture encourages our people to do their best work every day. We celebrate individuals by recognizing their uniqueness and offering them the flexibility to make daily choices that can help them to be healthy, centered, confident, and aware. We offer well-being programs and are continuously looking for new ways to maintain a culture that is inclusive, invites authenticity, leverages our diversity, and where our people excel and lead healthy, happy lives. [Learn more about Life at Deloitte.](#)

Corporate citizenship

Deloitte is led by a purpose: to make an impact that matters. This purpose defines who we are and extends to relationships with our clients, our people and our communities. We believe that business has the power to inspire and transform. We focus on education, giving, skill-based volunteerism, and leadership to help drive positive social impact in our communities. [Learn more about Deloitte's impact on the world.](#)



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