

JOB DESCRIPTION

SENIOR DATA ANALYST

Company: [Company Name from TopCV]

Location: Vietnam

Job Type: Full-time

Posted: October 2025

JOB SUMMARY

We are seeking an experienced Senior Data Analyst to join our team. The ideal candidate will have strong analytical skills, proficiency in data analysis tools, and the ability to translate complex data into actionable business insights.

KEY RESPONSIBILITIES

Data Analysis & Reporting

- Analyze large datasets to identify trends, patterns, and insights
- Develop and maintain comprehensive dashboards and reports using Power BI/Tableau
- Create data visualizations to communicate findings to stakeholders
- Monitor key performance indicators (KPIs) and business metrics

Strategic Support

- Work closely with business teams to understand data requirements
- Provide data-driven recommendations to support business decisions
- Conduct ad-hoc analysis to answer business questions
- Present insights and findings to management and stakeholders

Data Management

- Ensure data quality and accuracy across systems
- Design and implement data collection processes
- Maintain data documentation and metadata
- Optimize data pipelines and ETL processes

Team Collaboration

- Mentor junior data analysts
- Collaborate with cross-functional teams
- Participate in project planning and execution
- Share best practices and knowledge with team members

REQUIREMENTS

Education & Experience

- Bachelor's degree in Statistics, Mathematics, Computer Science, Economics, or related field
- Minimum 3-5 years of experience in data analysis role
- Experience in banking, finance, or e-commerce industry preferred
- Proven track record of delivering insights that drive business value

Technical Skills

- **Programming:** Advanced SQL, Python (Pandas, NumPy), R
- **Visualization:** Power BI, Tableau, Excel (advanced)
- **Statistical Analysis:** Regression, hypothesis testing, A/B testing
- **Databases:** MySQL, PostgreSQL, SQL Server
- **Tools:** Git, Jupyter Notebook, Google Analytics
- **Cloud:** Experience with AWS or Azure is a plus

Soft Skills

- Strong analytical and problem-solving abilities
- Excellent communication and presentation skills
- Ability to work independently and in team settings
- Detail-oriented with strong organizational skills
- Ability to manage multiple priorities and meet deadlines
- Business acumen and strategic thinking

Language Requirements

- Fluent in Vietnamese
- Professional working proficiency in English (reading, writing, speaking)

WHAT WE OFFER

Compensation & Benefits

- Competitive salary based on experience and qualifications
- 13th month salary and performance bonuses
- Annual salary review
- Comprehensive health insurance
- Social insurance and unemployment insurance as per Vietnamese law

Work Environment

- Modern office with state-of-the-art facilities
- Flexible working arrangements
- Professional and collaborative team culture
- Continuous learning opportunities

Career Development

- Training and development programs
- Career advancement opportunities
- Conference and workshop attendance
- Mentorship programs

Work-Life Balance

- Annual leave: 12-15 days
- Paid holidays and sick leave
- Team building activities
- Company trips and events

APPLICATION PROCESS

How to Apply

Interested candidates should submit:

- Updated CV in English or Vietnamese
- Cover letter (optional but preferred)
- Relevant certifications and portfolio (if available)

Selection Process

1. CV screening
2. Phone interview
3. Technical assessment
4. Face-to-face interview with hiring manager
5. Final interview with senior leadership
6. Job offer

ABOUT THE COMPANY

[Company description would go here based on the actual TopCV posting]

We are a leading company in [industry] with a strong commitment to innovation and excellence. Our team is dedicated to leveraging data and technology to drive business growth and customer satisfaction.

CONTACT INFORMATION

Recruiter: HR Department

Email: recruitment@company.com

Phone: +84 [phone number]

Address: [Company address]

This job description is based on the Senior Data Analyst position from TopCV. Please refer to the original posting for the most up-to-date and complete information.

Application Deadline: [Check TopCV posting]

Last Updated: October 26, 2025

