**Data Analyst cum Business Process**

Responsibilities:

* Generate Reports and present reports into various format, to support decision making
* Utilize the Tableau analytics database to carry out statistical analysis.
* Validate and verify data by comparing reports from different data sources
* Examine and evaluate existing business practices and systems, and provide suggestions aimed at creating efficiency and streamlining operations, while maintaining or increasing compliance rates
* Responsible for tracking system change initiatives and status reports
* Conduct research on process flow. (i.e., When individuals submit incident, change requests or queries, break down and classify the issue, follow up with technical team to resolve)
* Update and manage information in SharePoint.
* Provide support with Business Process writing and editing as required

Requirements:

* Degree in Information Technology, Computer Science, Statistics, Applied Mathematics, Business Analytics, or equivalent quantitative fields preferred.
* Min 2 year of relevant experiences.
* Good at Excel, PowerPoint, able to draw process flow chart