**Job Title: Data Analyst**  
  
**Job Description:**  
  
We are actively seeking a skilled Data Analyst to join our data team. You will work closely with stakeholders across the organization to analyze data, identify opportunities, and provide strategic recommendations to improve business growth. To excel in this role, you need strong analytical, communication, and visualization skills.  
  
**Key Responsibilities:**  
  
– Ensure the quality of imported data.  
– Process confidential information by following set guidelines.  
– Test/implement software upgrades and assist strategic decision-making on new systems.    
– Collect, clean, and validate data.   
– Generate reports from multiple systems.  
– Evaluate changes/updates to source production systems.     
– Manage user roles and access.  
– Train end-users on using new dashboards/reports efficiently.       
– Develop and optimize data collection procedures.  
– Perform statistical analysis and build models to uncover trends and patterns.  
– Visualize data insights through dashboards, reports, and presentations.  
– Monitor data analytics key performance indicators.  
  
**Qualifications/Skills:**  
  
– Bachelor’s degree in Computer Science, Mathematics, Economics, or a related field.  
– 3+ years of previous experience as a data analyst.  
– Expertise in SQL, Python, R, Excel, and Tableau.  
– Possess excellent statistical modeling and data mining skills.  
– Equipped with strong analytical and [problem-solving abilities](https://internshala.com/blog/problem-solving-skills/).  
– Have excellent written and verbal communication skills.  
– Have outstanding leadership skills.