

**Position Title:** Analyst  
**Location:** Pune, India  
**Reports to:** Team Leader

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### **Job Summary**

This profile is for a challenging analytical role in the field of Telecom and Finance. The Analyst will assist the end to end operations for Telecom expense management of Fortune 500 companies. The role will include inventory build, audits, optimization, vendor and customer communication and implementation of Wireline Telecom.

Education: Any Graduate/PG/ Engineer

### **Skills and Knowledge:**

- Basic knowledge of Telecom domain.
- Reasonable analytical and logical reasoning skills.
- Experienced in Microsoft office - MS excel, word, PowerPoint.
- Good Team Player and ability to work under pressure.
- Willingness to learn, grow and contribute par excellence
- Excellent communication skills

### **Key Responsibilities**

- Responsible for understanding and building wireline inventory across all global Telecom providers
- Responsible for gathering information from various sources – like Vendors, customers, partners and technicians.
- Follow up and tracking of missing information critical to project completion.
- Maintaining the inventory and raising flags in case of discrepancies.
- Responsible for individual tasks completion and follow ups.

### **Terms & conditions:**

- Timings: 12 pm – 9.30 pm