Business Analyst

Experience: 3 to 4 years

Description

We are looking for a proactive and detail-oriented **Business Analyst** to join our Business Development team. The ideal candidate will play a key role in analyzing business processes, identifying opportunities for improvement, and developing strategic solutions to optimize efficiency and drive growth. This role requires strong analytical capabilities, exceptional communication skills, and the ability to bridge the gap between business objectives and technical solutions.

Responsibilities

- Collaborate with stakeholders to gather, document, and prioritize business requirements aligned with organizational goals.
- Analyze complex data to identify trends, patterns, and actionable insights for informed decision-making.
- Develop process models to map current workflows and propose future-state improvements.
- Partner with IT and departments to ensure successful solution delivery meeting business needs.
- Create and deliver concise reports, presentations, and recommendations for stakeholders and leadership.
- Prepare SRS, FRD, BRD, HRD, wireframes, feature listings, WBS, proposals, and estimation sheets as required.

- Simplify client requirements and assist sales teams with quotations, proposals, SOWs, presentations, and case studies.

Qualifications

- Strong analytical and critical-thinking abilities, with a problem-solving mindset.
- Proficiency in **data analysis tools** (e.g., Excel, SQL, Tableau, or Power BI).
- Excellent verbal and written communication skills for engaging with stakeholders across all levels.
- Demonstrated ability to collaborate effectively with cross-functional teams.
- Experience with **business process modeling tools** (e.g., Lucidchart, Visio, or similar).
- Familiarity with project management methodologies (Agile, Waterfall) and related tools (e.g., Jira, Trello, or MS Project).

- Bachelor's degree / Master in Business Administration, Information Technology, or a related field.

Job Benefits

- 5 days working

Hiring organization
Geek Informatic & Technologies Pvt. Ltd.

Employment Type
Full-time

Date posted
December 17, 2024

- Paid Travel/Rejuvenating Leaves
- Quarterly Movie Tickets
- Flexible Working Hours
- Family Health Insurance
- Birthday & Anniversary Leaves
- Gym Membership Discounts
- Wedding Leaves
- Paternity/Maternity Leave(s)

Working Hours
9:30 am to 6:30 pm (IST)

Job Location
Bestech Business Tower Sector- 66, 160062, Mohali, Punjab, India