

Job Description

Job Title: Data Analyst

Job Location: Kanpur- Uttar Pradesh

Job Type: Full-Time (Permanent)

Qualifications: Any Graduate/Undergraduate

Experience: 1-3 Years

Skills: Good Communication, Creative, analytical, Math's and MS Excel skills

Main Responsibilities:

- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check the output.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.
- Ensure proper use of office equipment and address any malfunctions.
