Job Title:	Data Analyst	Department:	IT - Data Analytics
Location:	Mumbai or Pune	Travel Required:	Yes (mostly between two offices)
Reporting to:	Amit Salvi	Position Type:	Permanent

Job Description:

The position of a 'Data Analyst' in Multi-Act's 'Data Analytics' team encompasses these primary roles:

A. Assist the Multi-Act functional teams to maintain and develop proprietary research models and applications.

B. Data mining proprietary databases (MARKAS) and third-party databases subscribed by Multi-Act

C. Create and Run proprietary back-tests

D. Manage the third-party databases subscribed by Multi-Act.

Role and Responsibilities

o The candidate must be primarily able to understand organization's internal research system and third-party databases.

o Ability to data mine the required data from Multi-Act proprietary databases and third-party databases subscribed and assist the functional teams with data analytics.

o Assess the quality of data and perform data smoothing, aggregation, normalization, distribution to derive meaning from the data.

o Prepare reports based on analysis

o Presenting analytics to management.

o Develop, test and maintain Inhouse data models and applications for all functional teams in both excel and database.

o Training the users for these model and applications.

o Implementing and Maintaining Internally built Back-Testing system.

o Ability to converts the requirements given by Research teams into algorithms. Prepare a plan of action to accomplish the given project.

o Training Assistant Data Analysts

o Assist in the development and implementation of the internal research application MARKAS

o Assist in managing the third-party database subscribed by Multi-Act. Including managing the entire helpdesk/support for third party databases.

o Assist in managing DR/BCP policies for all tools and applications.

o Liaison with the IT infrastructure management team and the Research Operations team of Multi-Act to ensure that all models are working and being used as desired.

o Preparing MIS reports for the data analytics team

Qualifications and Education Requirements

Required Skills:

- B.E (Computer/IT), BCA/MCA
- Proficiency with SQL/PLSQL, R/Python, SQL
- Advance level skillset with the Microsoft Office suite of products (2010/2013)
- Good knowledge of Excel VBA
- Certifications in Databases like SQL and/or Oracle. Command over PL/SQL (Oracle / SQL Server)
- Strong analytical, logic, and troubleshooting skills

Preferred Skills:

- MBA Finance
- Knowledge of financial applications like Bloomberg, FactSet, ACE equity, ACE MF, Capitaline, Market view etc. would be given preference.
- *Certification of Data Science/analytics program would be preferred*
- Basic knowledge of statistics would be useful
- CFA (any level) will be useful

Soft Skills Required:

- High degree of Professional code of conduct is expected
- Good communication skills in English (both written and spoken)
- Ability to manage multiple requirements in a fast-paced, dynamic environment
- Detail oriented with a high degree of accuracy
- Team player, Courteous and helpful attitude.
- High degree of integrity with sense of maintaining confidentiality of important files/data.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	