MAS RURAL HOUSING & MORTGAGE FINANCE LTD

Designation: Business Analyst

Job Duties:
- Gaining a comprehensive understanding of the company's complete functioning to identify areas for improvement and automation.
- Assisting in preparing detailed SRS documents and liaising with the IT team/vendors for seamless execution.
- Collaborating with stakeholders and IT teams/vendors to support effective automation of processes.
- Assisting in assessing and updating reports highlighting the needs and areas for automation within processes.
- Assisting in ensuring rigorous testing procedures are in place before on-boarding new projects.
- Supporting in providing regular updates and reports to the Director, COO, and other key stakeholders on project progress and outcomes.
- Assisting in contributing to continuous process improvement initiatives to meet business needs.
- Assisting in establishing project plans, resources, and time-frames, and supporting in assigning tasks.
- Assisting in identifying, tracking, and communicating progress, milestones, deliverables, risks, and issues.
- Supporting in preparing project feasibility studies, cost-benefit analysis, and proposals.

Required Skills:
- Basic understanding of analytical tools and methodologies.
- Strong willingness to learn and grow in the role of a Business Analyst.
- Passionate about exploring innovative methods for process digitization & automation.
- Strong interpersonal and communication skills.
- Attention to detail and commitment to delivering work of a high standard.

Education Qualification:
Candidate should have completed Graduation

Experience:
Min 4-6 Yrs. in relevant industry

Salary:
According to Industry Standard