

<b>Job Title: Business Analyst</b>			
<b>Business Unit:</b>	Piramal Sarvajal		
<b>Location:</b>	Ahmedabad	<b>Department:</b>	Piramal Foundation
<b>Purpose of Job</b>	To Understand business ecosystem and value chain of organisation to provide periodic analytical insights by creating & sharing MIS with internal stakeholders.		
<b>Key stakeholders</b>	<b>External</b>		<b>Internal</b>
	Government Authorities, Associates & Partners.		Management, Department Heads
<b>Reporting structure</b>	<b>Role directly reports to</b>		<b>Positions that report into this role</b>
	General Manager -Finance & Accounts		None
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>MBA Finance /M.com/CA in Finance &amp; Accounting with functional specialization in Analyst and MIS role</li> </ul>		
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>3 to 5 Years of proven experience in managing MIS, Analysis and reporting to management</li> <li>Previous experience in Manufacturing sector will be preferred.</li> <li>Strong background in multi-entities operation would be added advantage.</li> </ul>		
<b>Competencies</b>	<ul style="list-style-type: none"> <li>Excellent Interpersonal and soft skills,</li> <li>Working Knowledge of Financial Software, tools, advance MS office specially Excel, PowerPoint is must.</li> <li>Must be able to prioritize, ability to function independently and effectively in a self-directed environment, multitask as well as work independently.</li> <li>Highly organized, detail-oriented, a strong work ethic, and demonstrated teamwork &amp; interpersonal skills.</li> <li>Must be a strong communicator coupled with the ability to maintain open communication with customers, internal employees and managers as needed.</li> </ul>		
<b>Decision Making Control</b>	In consultation With GM finance		
<b>Values</b>			
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Expertise – we strive for a deeper understanding of our domain</li> <li>Innovation – we aspire to do things creatively</li> </ul>		
<b>Action</b>	<ul style="list-style-type: none"> <li>Entrepreneurship – we are empowered to act decisively and create value</li> <li>Integrity – we are consistent in our thoughts, speech and action</li> </ul>		
<b>Care</b>	<ul style="list-style-type: none"> <li>Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders</li> <li>Humility – we aspire to be the best, yet strive to be humble.</li> </ul>		

<b>Impact</b>	<ul style="list-style-type: none"> <li>• Performance - We strive to achieve market leadership in scale and profitability, wherever we compete.</li> <li>• Resilience - We aspire to build businesses that anticipate, adapt and endure for generations.</li> </ul>
<b>Key Roles/Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Prepare Business MIS for all Departments and organizational agenda on weekly, monthly and on need base</li> <li>• Data gathering from various departments and analyze it</li> <li>• Advance knowledge and application of MS office[ Excel, PPT &amp; word &amp; PDF ]</li> <li>• Capable of analyzing the various data and interpreting in the interest of the organization</li> <li>• Analysis of fixed and variable overheads and standard v/s actual utilization as per Budget forecasting.</li> <li>• Gather data from various sources and make it useful for preparing dashboard</li> <li>• Preparing weekly, monthly MIS of different departments like purchase, inventory, sales, supply chain, operations, etc</li> <li>• Analysis huge amount of data and provide insightful analysis of different departments</li> <li>• Preparing Weekly, Quarterly &amp; Monthly MIS Reports including sales, production, profitability report, finance reports compiling forecast data based on Actual sales and Budgeted sales.</li> <li>• MIS on Monthly Basis Relating to Product Wise Profitability &amp; Stock Reconciliation</li> <li>• Support various departments like Sales, Operations, Marketing and Supply Chain by providing data and analysis on regular basis</li> <li>• Various reports as required by the management on a periodic basis</li> <li>• Capable of performing detailed analysis including advanced financial modeling, profitability analysis, monitoring business issues and impact to bottom line.</li> <li>• Involvement in helping budget and re-forecast operations / financials of the company.</li> <li>• Perform various analytical functions, including analyzing proposed introduction of new business model</li> <li>• Research industry trends, competitors, etc. as necessary.</li> </ul>	