

## Data Research & Analyst Job Description

### OVERVIEW

Milearth Softech is into development of Web Applications and Native Mobile Applications. The Web Developer will contribute alongside the Web & Mobile app development team for Front-End Development and Backend Development. If needed, collaborate with Android & iOS Developers to design back-end architecture and planning while driving the back-end execution. The appropriate candidate who meets below requirements will join a talented team of developers working on a product getting build on **Web, Android & iOS** platforms. New team members are expected to work with fellow developers for product development and enhancement with proficiency in below mentioned:

### SKILLS

1. Microsoft office
2. Typing Skills >35 wpm
3. Data Research
4. Data Migration
5. Report generation
6. Data Analyst Skills

### CANDIDATE ARE EXPECTED TO HAVE EXPERIENCED / KNOWLEDGE OF

- Analytical Skills: Data analysts work with large amounts of data: facts, figures, and number crunching. You will need to see through the data and analyze it to find conclusions.
- Communication Skills: Data analysts are often called to present their findings, or translate the data into an understandable document. You will need to write and speak clearly, easily communicating complex ideas.
- Critical Thinking: Data analysts must look at the numbers, trends, and data and come to new conclusions based on the findings.
- Attention to Detail: Data is precise. Data analysts have to make sure they are vigilant in their analysis to come to correct conclusions.
- Math Skills: Data analysts need math skills to estimate numerical data.
- Entering customer and account data from source documents within time limits.
- Migrating data from one system to another and also from one software to another software.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Proven data entry work experience, as a data entry operator or data analyst.
- Experience with MS office and data programs.
- Experience using office equipments, like fax, Machine and scanner.
- Typing speed and accuracy.
- Excellent knowledge of correct spelling, grammar and punctuation.
- Attention to detail & Confidentiality.
- Organization skills, with an ability to stay focused on assigned tasks.