

<b>Position Title</b>	<b>Senior Executive – Reporting</b>
<b>Department</b>	<b>Research AI</b>
<b>Schedule</b>	<b>Full-Time</b>
<b>Location</b>	<b>Mumbai</b>

## OVERVIEW

### Course5 Intelligence

We enable organizations to make the most effective strategic and tactical moves relating to their customers, markets, and competition at the rapid pace that the digital business world demands. Founded in 2000, our business areas include Market Intelligence, Big Data Analytics, Digital Transformation, Artificial Intelligence, and Analytics. Rapid advances in Artificial Intelligence and Machine Learning technology have enabled us to create disruptive technologies and accelerators under our Course5 Intelligence suites that combine analytics, digital, and research solutions to provide significant and long-term value to our clients.

More information can be found at [www.course5i.com](http://www.course5i.com)

### Global Offices

United States | India | United Kingdom | Singapore | United Arab of Emirates

## SPECIFIC RESPONSIBILITIES

- Data posting and Template creation using with PPT, Excel and Word applications
- Develop and create data layout like tables, charts, graphs, and high visual graph like heat maps and process flow diagrams.
- Develop and enhance spreadsheets or PPT functionality like usage of forms, templates.
- Ensure high data quality through regular quality checks.
- Providing technical insight while streamline reporting.
- Familiarity with the latest programming technologies BI, Office 365 etc.
- To find solutions to reporting problems and to be able to adapt and modify solutions based on changing requirements.
- Analyze user data needs and determine needs resolved through automated repeatable process.
- Prepare transparent standard reports and analyze to support client's needs.
- Handle projects and meet deadlines by collaborating with team members.
- Support on activities like Field update report to Final presentation .
- Visualization/aesthetics.
- Producing dashboards using with various applications/tools.
- Client interaction on all level of the project management.
- Process adherence.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skill to interact with internal and external client on all level of the project management.
- Handful experience of MS-Office, Office 365, Photoshop, Illustrator and VBA (optional), Knowledge of BI tool preferable.
- Good team player.