

<b>Position Title</b>	<b>Senior Executive</b>
<b>Department</b>	<b>Documentation &amp; Analysis</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 with the help of MS-Power Point, MS-Excel and MS-Word applications  
Quality checking/analysis.
- Support on activities like field update report to final presentation.
- Visualization/aesthetics.
- Automation.
- Preparation of dashboards using with various applications/tools.
- Client interaction on all level of aspect of the project management.
- Process adherence and disciplined.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent Knowledge about Charting (data posting & template creation), Quality Analysis and Visualization/Aesthetics work.
- Good communication skill to interact with client on all level of the project management.
- Awareness of Market Research.
- Handful experience of Photoshop, Illustrator and Macros.
- Team Player.
- Graduation from any stream & should have at least 3-5 years of experience in Charting (PPT presentations) (preferably in MR domain).
- MS-Office 2016/2019/365 (Power Point, Word, Excel and Outlook).
- Photoshop & Illustrator (optional).
- Any charting or dashboard automation tool, like E-Tab, Rosetta Studio, Dapercy etc.
- Independent, excellent communication in regards to clarify the project related queries or update discussing with client.
- Aware with Market Research concept.
- Able to provide support in night shifts is must.

## SHIFTS:

Should be willing to work in night shifts.