

**Job # 3**

<b>Job Title:</b>	Business Analyst	<b>Job Category:</b>	Analyst
<b>Department/Group:</b>	Microsoft/Salesforce Practice	<b>Job Code/ Req#:</b>	-
<b>Location:</b>	Vadodara	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Stipend	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	<a href="mailto:rutang@uciny.com">rutang@uciny.com</a>	<b>Date Posted:</b>	N/A
<b>Job Description</b>			
<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>• Strong Knowledge of object-oriented programming (OOP) principles</li> <li>• Proficiency in Microsoft Excel, PowerPoint, and Word</li> <li>• Familiarity with data analysis tools (e.g., SQL, Tableau, Power BI) is a plus</li> <li>• Ability to analyze complex data sets and generate insights</li> <li>• Understanding of business processes, workflows, and documentation</li> <li>• Exposure to project management tools (e.g., JIRA, Confluence) is helpful</li> <li>• Understanding software development lifecycle. (Designing, Deployment and testing)</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Bachelor's/master's degree in computer science, Engineering, or a related field</li> </ul> <p><b>JOB ROLE:</b></p> <ul style="list-style-type: none"> <li>• Assist in process mapping, documentation, and improvement initiatives</li> <li>• Support data analysis and reporting for various departments</li> <li>• Participate in team meetings, take notes, and help with facilitation</li> <li>• Work on project go-lives, dependencies, and stakeholder coordination</li> <li>• Create ad hoc reports and dashboards to support decision-making</li> </ul> <p><b>ADDITIONAL NOTES</b></p> <ul style="list-style-type: none"> <li>• Strong analytical and problem-solving skills</li> <li>• Excellent written and verbal communication</li> <li>• Ability to collaborate with cross-functional teams</li> <li>• Detail-oriented with strong organizational skills</li> <li>• Eagerness to learn quickly and adapt in a fast-paced environment</li> </ul> <p><b>Please visit:</b> <a href="http://www.uciny.com">www.uciny.com</a>  <a href="http://www.linkedin.com/company/unique-comp-inc/">www.linkedin.com/company/unique-comp-inc/</a></p>			