

Designation	Research Analyst	Grade		Level	
Department		Location		Cost Centre	
Process		Reporting to		Reviewer	
Sub Process		Direct Reportees			

Role:

- To undertake data research, data scrubbing, Data scraping
- To update CRM system with current data

Job Responsibilities:

- Assists in Contact/lead generation within defined timespans with respect all new business with focus on IT products and services:
 - Undertakes data research across existing and new allotted segments and locations to identify potential clients
 - Scrap/Scrubs through data verification and analysis to check veracity of data and update as appropriate
 - Periodic Competitor Analysis
- Undertakes CRM activities with focus on following:
 - Market research to profile clients in allocated segments
 - Deep dive on accounts of allocated clients to analyze client potential and priority areas
 - Undertakes accurate updation in shared drive

Incumbent Profile:

Education	<ul style="list-style-type: none"> ▪ Graduate ▪ MBA preferred
Experience	<ul style="list-style-type: none"> ▪ Domain experience of 3 - 5 years experience
Functional Competencies	<ul style="list-style-type: none"> ▪ Proficiency in selling skills ▪ Understanding of ITES and emerging market trends
Leadership Competencies	<ul style="list-style-type: none"> ▪ Demonstrates Strategic Orientation, Passion for Excellence, Analytical and Creative Thinking in Problem Solving, Takes Accountability, Collaborates Effectively and Embraces Change
Values	<ul style="list-style-type: none"> ▪ Demonstrates Ownership, Long Term Perspective, Agility as well as the ability for Working Together and Continuous Learning