

NICDC LOGISTICS DATA SERVICES LIMITED
Job description for the post of “Senior Executive – Analytics & MIS”

COMPANY PROFILE

NICDC Logistics Data Services Limited was incorporated on 30th December 2015 as a joint venture company between National Industrial Corridor Development and Implementation Trust (NICDIT) (formerly known as DMIC Trust) & NEC Corporation Japan with 50% equity from both parties.

The objective is to provide the Export-Import Container visibility service across India along with comparative performance metrics for all Logistics Container Operators to enable the users in taking informed decisions.

The flagship product of the company “Logistics Databank System (LDB System)” would be an overarching solution that will integrate the information available with various agencies across the supply chain to provide detailed real time information within a single window.

The company’s vision is to reduce the overall lead time of the container movement by streamlining the operations and help in reducing the transaction cost for the Government of India as a result of predictability & optimization achieved through the system.

KEY DUTIES AND RESPONSIBILITIES

- Need to create, maintain and analyze daily / weekly and monthly analytics report.
- Perform complex and analysis, design, support, and documentation.
- Presentation of data within tabular and graphical formats.
- Generate and distribute management report in accurate and timely manner on daily weekly and monthly basis.
- Generate both periodic and ad hoc report as and when needed.
- Interpret data, analyze results using statistical techniques and provide on- going reports.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Acquire data from primary or secondary data sources and maintain databases/date systems.
- Identify, analyze and interpret trends or patterns in complex data sets.
- Locate and define new process improvement opportunities in the logistics industry.

KNOWLEDGE AND SKILLS

- Excellent knowledge in MIS Reporting, MIS preparation, Advance Excel Pivot Table, VLOOKUP, HLOOKUP, SUMIF, Concatenate, Countify Filters, duplicate value, charts, User Forms.
- Hands on experience on Dashboards and Reports.
- Goods knowledge of connecting the different data resources.
- Databases: MS Access, Oracle, SQL Server.
- Analytics : Tablaeu, Python, Azure.
- Excellent presentation, excellent numerical ability & Analytical skills and communication skills, proficient in using email (Email Etiquettes).
- Excellent working Knowledge of share point & MS PowerPoint.

- Sound judgement, decision making and problem solving skills.
- Experience of handling voluminous data and analyzing in to produce reports.
- Knowledge in Logistics domain is preferable.

MINIMUM REQUIREMENTS

- **Nationality:** Candidate from Indian nationality only.
- **Preferable Age:** Candidate shall not be more than 30 years as on last date of submission of application.
- **Academic Qualification:** Should be (essential) B.E./B.Tech in Computer Science/IT/Electronics & Communication/Data Science from a recognized University/Institute with ME/M.Tech or MBA preferable.
- **Experience:** Minimum 3 years of post-qualification experience as a Business Data Analyst in IT related project as on last date of submission of application.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Senior Executive – Analytics & MIS**” and reporting will be directly to Manager IT and to other senior officials of NICDC Logistics Data Services Ltd. The job location will be in Noida but may require frequent travel to other States.

HOW TO APPLY

Resume and duly filled application, in the prescribed format for the above post may be sent to email id hr@nldsl.in so as to reach latest by **7th July 2021** by **05:00 PM**. Applications received after the due date will not be accepted. No manual /paper in hard copy shall be accepted/entertained.

The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.

SALARY: CTC Rs.5 Lakhs per annum.

SELECTION PROCESS: A Selection Committee will be constituted to short list, interview and recommend the candidate.

DISCLAIMER: This is not a Government job as NICDC Logistics Data Services Limited is not a Government Company.

APPLICATION FORM

(Note: Any column left blank will make the application incomplete and liable for rejection.)

1. Name of the position applied for :
2. Name of the Applicant (in block letter) :
3. Father's / Husband's Name (in full) :
4. Present Address :
5. Permanent Address :
6. Date of Birth and age as on :
7. Gender :
8. Contact Number (with code) :
9. Mobile Number :
10. Email Address :

Affix your recent
passport size
photo duly
attested

11. Details of Educational and Professional Qualifications from Matriculation onwards.

Educational/Professional Qualifications	Name of Institutions/ University/ Board	Passing Year	Percentage	Major Subject of Study

12. Details of experience relevant for the advertised post and job description:-

S.No	Organization Details	Designation and Current Location	Whether on regular or adhoc or deputation or contract basis	Brief description of duties	From	To	Gross Emoluments (Per Annum)
1.							
2.							
3.							
4.							
5.							

Note: You may enclose a separate sheet, duly authenticated by your Signatures, if the space below is insufficient.

14. Total work Experience :

15. Details of computer Knowledge :

16. Language(s) known :

Declaration

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligible criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date: _____

Place: _____

(Name and Signature of the applicant)