

# DMICDC LOGISTICS DATA SERVICES LIMITED

## Recruitment for the post of “Senior Executive (Analytics & MIS)”

### COMPANY PROFILE:

**DMICDC Logistics Data Services Limited (DLDSL)** is a joint venture company between Government of India represented by DMIC Project Implementation Trust Fund (now known as NICDIT) and Japanese IT major NEC Corporation, with 50:50 equity participation.

DLDSL was incorporated on 30<sup>th</sup> December, 2015, with the objective of effectively leveraging ICT across the Indian Logistics Sector, inculcate best practices across the various processes and work towards bringing in efficiency in the supply chain. The company aims at bringing visibility and transparency in Logistics environment, streamline the operations across the supply chain and help in Government’s Plan of improving the Ease of Doing Business in India.

The flagship project of the company “Logistics Databank system (LDB System)” is a game changing solution that provides the Export Import Container visibility service across the Western corridor of India along with comparative performance metrics.

### JOB DESCRIPTION AND KEY RESPONSIBILITIES:

- Needs to create and maintain and analyse reports on daily / weekly and monthly basis.
- Perform complex data analysis, design, support, and documentation.
- Presentation of data within tabular and graphical formats.
- Generate and distribute management reports in accurate and timely manner on daily weekly and monthly basis.
- Generate both periodic and ad hoc reports as needed.
- Interpret data, analyse 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/data systems
- Identify, analyse, and interpret trends or patterns in complex data sets
- Locate and define new process improvement opportunities in the logistics industry

### MINIMUM REQUIREMENTS

1. **Nationality:** Candidate from Indian nationality only.
2. **Preferable Age:** Less than 28 years as on 23<sup>rd</sup> August, 2017 is eligible to apply for the said position.
3. **Academic Qualification:** Any Graduate
4. **Experience:** 1-4 years of experience as a Business Data Analyst with at-least 1 years of experience in IT related project

### KNOWLEDGE & SKILLS

- Excellent knowledge in MIS Reporting, MIS Preparation, Advance Excel, Pivot Table, VLOOKUP, HLOOKUP, SUMIF, Concatenate, Countif, Filters, duplicate value, Charts, User Forms.

- Hands on experience on Dashboards and Reports
- Good knowledge of connecting the different data resources
- Database: MS Access, Oracle, SQL Server
- Excellent presentation, excellent numerical ability & Analytical skills and communication skills, Proficient in using email (Email Etiquettes)
- Excellent Working Knowledge of SharePoint.
- Sound judgement, decision making, and problem solving skills
- Experience of handling voluminous data and analysing it to produce reports.
- Knowledge in Logistics domain is preferable.

#### **SELECTION PROCESS:**

- The qualified incumbent may be taken under the payroll of “**DMICDC LOGISTICS DATA SERVICES LIMITED**”.
- The age of superannuation shall be 60 years. Joining will be immediately after selection.
- A Selection Committee will be constituted to short list, interview and recommend the candidate.

#### **DESIGNATION & JOB LOCATION**

The designation shall be “**Senior Executive (Analytics & MIS)**”. The job location will be in Delhi/ NCR but may require frequent travel.

#### **SALARY**

- As per Industry standards

#### **HOW TO APPLY:**

Resume and duly filled application, in the prescribed format for the above post can be sent by post /hand to the following address so as to reach latest by **23<sup>rd</sup> August, 2017** before **05:00 PM**. The envelope containing application should be super scribed with “**Application for the post of Senior Executive (Analytics & MIS)**”.

**Or apply through careers section on the website [www.dldsl.in](http://www.dldsl.in)**

#### **Address for communication:**

##### **DMICDC LOGISTICS DATA SERVICES LIMITED**

Room No. 341-B, 3rd Floor, Hotel Ashok,  
Diplomatic Enclave, 50 B Chanakyapuri,  
New Delhi - 110 021.

Tel No: 011-2611 8884-8, Fax: 011-2611 8889

Email: [contactus@dldsl.in](mailto:contactus@dldsl.in) and [jobs@dldsl.in](mailto:jobs@dldsl.in)

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