SEBL

+88 02488-12038

info@solarelectrobd.com
www.solarelectrobd.com

House # 7, Road # 54/A
Gulshan-2, Dhaka-1212

Position: Business Analyst, Group

The person will conduct market analysis of specific business, gather essential data, ensure business data, compile into reports, which manager and stakeholders will be able to use. S/he must have exceptional communication skills, analytical ability, technical knowledge and scenario analysis capability.

The Person will close will closely work with Sales, Marketing, Supply Chain Management, Finance, Care and other Group business wings lead & teammates and directly reporting to CEO of the company.

About SEBL Group:

SEBL is a prominent Bangladeshi Conglomerate specially focused on Import, Export, Distribution, Retail Chain, E-commerce, Digital Marketing Agency, Manufacturing, Real Estate & Development, Constructions & Renewable Energy Business. SEBL is the National Distributor of World's 3rd largest smartphone brand XIAOMI. Currently it has 12 business wings running with over 1000 people working across the country.
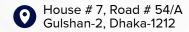
Job Descriptions:

1. Lead requirements analysis of trades, validation and verifications of data, ensuring that requirement statements complete, consistent, concise, comprehensive, traceable, feasible, explicit and verifiable;

2. Analyze particular industry data, i.e. Revenue, Sales volume, competitive product/service analysis, Market size, Market share, retail universe, etc.;
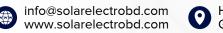
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3. Using business analysis, he/ she has to prepare flow charts, activity diagrams, document analysis, workflow analysis;

4. Collaborate pro-actively with internal and external customers and meet their requirement.

5. Analyze historical data, like-sales, purchase, stock, Days of Sales (DOS), Channel stuffs, etc.

6. Analyze financial data and prepare various MIS reports (in Excel, Word and PPT) industry wise for decision making;

7. Assist to prepare business plan, short term and long-term forecast based on actual results and rolling forecast;

8. Assists to prepare investment/business case and submit to team leader;

9. Assist to prepare product costing, overhead allocation based on available data;

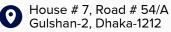10. Other adhoc reports assign by the management time to time.

Skills and Specifications

I. Field Knowledge: It is very necessary to have required knowledge of handling monetary matters, financial analysis and the related sector.

II. Knowledge on Business: S/he should have in depth knowledge on analysis, research, surveys, trends, latest technology implementation and implication, etc.

III. Other Skills: The other required skills in a candidate are that the candidate should have business modeling skills, required excellent Microsoft Word, Power Point Presentation and Excel skills.

IV. The person should be able to put attention to detail and a keen eye upon work.

Education and Qualifications

• CA Professional Level completed, Business Graduate from IBA, DU/BBA (Accounting/Finance) DU, BBA, NSU/BRAC/IUB/EW University along with 5-6 years' work experience as a Financial/Business Analyst or similar role in MNCs or Large Corporate.

• Good Communication, Reporting Writing, Presentation and Leadership Skills.

• Honest, Dedicated, Good team player, able to work under pressure.

• Strong communication skill in English (spoken and written)

• Positive attitude and mindsets towards work

• Strong presentation skills to internal and external customers

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Job Location: Gulshan 2

Salary: Negotiable

Interested candidates are requested to send their
CV to: **hr@solarelectrobd.com**
with the subject line **"Business Analyst"**.
Application Deadline: 31st January, 2021