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Meesho Careers 2023 – Free Job Alert – Administrative Analyst Post

Hiring organization
Meesho

Job Location

India
Remote work from: India

Date posted
May 20, 2023

Valid through
31.12.2023

Base Salary

USD. 13,200 - USD. 19,500

APPLY NOW

Qualifications

12th Pass, Graduation.

Employment Type

Full-time

Description

Meesho Recruitment 2023

As an Administrative Analyst, your role will involve supporting the administrative operations of an organization by conducting research, analyzing data, and providing recommendations to improve efficiency and effectiveness. You will work closely with management and various departments to gather information, evaluate processes, and contribute to decision-making. Your analytical skills and attention to detail will be essential in identifying areas for improvement and implementing solutions.

Meesho Jobs Near Me

Responsibilities:

- Collect and analyze data from various sources to identify trends, patterns, and opportunities for improvement.
- Use statistical techniques and software tools to interpret and present findings in a clear and concise manner.
- Conduct research on industry best practices and benchmarks to inform decision-making.
- Assess existing administrative processes, workflows, and procedures for effectiveness and efficiency.
- Identify bottlenecks, redundancies, and areas of improvement to streamline operations.

- Collaborate with stakeholders to develop and implement process enhancements or automation solutions.

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Meesho Careers

Qualifications:

- Bachelor's degree in business administration, finance, or a related field.
- Proven experience as an administrative analyst, business analyst, or similar role is preferred.
- Strong analytical and problem-solving skills with the ability to interpret complex data.
- Proficiency in data analysis tools, spreadsheets, and presentation software (e.g., Excel, PowerPoint).
- Excellent written and verbal communication skills.
- Detail-oriented with a high level of accuracy in work.
- Strong organizational and time management abilities.

Important Links

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