



JOB OFFER

Announcement of Job Offer by ActionEdge for the Data Analysis position

Qualification: Any Graduate

Hello,

Greetings from ActionEdge!!

Overview of Company:-

We are an end-to-end Market Research Services provider in areas such as Survey Programming, Data Collection, Data Processing and Data Analysis-enabling our client companies to concentrate their corporate energies on their core activities. Our research networks span across 75 locations with translation, transcription and survey programming capabilities in 20-plus international languages. We have a track record of conducting extensive projects in the Americas, Europe, The Middle East, Africa and the Asia Pacific region thus providing genuinely global, optimally lucid and highly qualitative research.

ActionEdge is based out in Ahmedabad with a global presence and it has been 11 years since we are into this business, we are expanding and setting up our new business unit in Indexing. For which we are looking to hire approx **54 Data Analysts** in Ahmedabad at the initial stage.

Job location: Ahmedabad

Job Profile: Data Analyst-Indexing.

Role	Description
Data Analyst	Convert images into readable and usable documents as per client's format
	Enter data in Excel
	On time and error free delivery of daily tasks
	Experience in GIS, Genealogy or similar domain
	Review customer orders and plan and coordinate delivery activities
	Troubleshoot delivery issues in a timely fashion
	Ensure accuracy and confidentiality of information recorded

Skills Required:

- Tools; PowerPoint, Microsoft Excel
- Typing Speed
- In-depth understanding of a documents
- Scanning & Indexing Services
- Content digitalization
- Image identification

Package Range & Experience:-

Fixed Gross Salary	Incentive	Total	Approx. Take home
8845	2500	11345	7900
8637	2500	11137	7800

****Will be getting benefit of PF, ESIC**

Experience: 0-0.6 Years.

****No graduation or certification required (Can consider 10th & 12th pass with good computer knowledge & typing speed)**

Interview Process:

- Typing Test (42 WPM, 90% Accuracy)
- HR Round
- Operations Round

Our Company Website: www.action-edge.com

Application Process

Interested candidates are informed to application through below given link:

Date of the interview will be given next week.

Last date for application: 25th October, 2020- Monday till 12:00 PM

Application Link:

<https://docs.google.com/forms/d/e/1FAIpQLSd8bq-Bz27ojFpWWq51QkQ1ngeSVXXCaPI3T1CRsngoYEXGkQ/viewform>