



Job Title: Senior Manager – Operations (BAANKNET Project)

Location: Mumbai, India

Department: Operations

Reports To: Assistant Vice President – Product Lead

Job Type: Full-Time

I. Position Summary

The Senior Manager – Operations will be responsible for collecting, cleaning, and analyzing data to generate actionable insights that support business decision-making. The role involves building dashboards and reports using BI tools, writing and optimizing SQL queries, ensuring data accuracy, and collaborating with stakeholders to meet reporting needs. The incumbent will also perform ad-hoc analysis and automate reporting processes to improve efficiency and data reliability.

II. Key Responsibilities

Data Collection & Preparation:

- Collect, clean, and validate data from multiple sources to ensure accuracy and usability.

Data Analysis:

- Analyse large datasets to identify trends, patterns, and actionable insights that support business goals.

Reporting & Visualization:

- Develop and maintain interactive dashboards and reports using BI tools for clear data representation.

Business Support:

- Assist business teams by providing data-driven insights for better and faster decision-making.

SQL Development:

- Write and optimize SQL queries for efficient data extraction, transformation, and analysis.

Ad-hoc Analysis:

- Perform on-demand analysis and present findings in a simple, actionable format.

Data Integrity:

- Ensure data accuracy, consistency, and reliability across all systems and reports.

Automation:

- Automate repetitive reporting and data processing tasks to improve efficiency and reduce manual effort.

Performance Management & MIS

- Define, track, and monitor key performance indicators (KPIs) and operational metrics.
- Oversee MIS preparation, data analysis, and presentation to senior management and stakeholders.
- Provide actionable insights through dashboards and reports to support strategic decision-making.

III. Required Qualifications & Skills

Education & Skills

- Any Graduate, bachelor's degree in data science, Statistics, Computer Science, Economics, or related field would be preferred
- Certified SQL and have strong proficiency in SQL.
- Experience with data visualization tools such as Power BI, Tableau preferred.



- Good knowledge of advanced Excel (pivot tables, formulas, charts).
- Basic programming knowledge in Python or R preferred.
- Strong analytical and problem-solving skills.
- Ability to interpret complex datasets and communicate insights clearly.
- Attention to detail and strong organizational skills.

Experience

- Candidates with at least 2 years of banking experience will be given an added advantage.
- More than 5 years of experience in data analysis, preferably in fintech, banking, or financial services.
- Proven experience in managing large-scale operations and cross-functional teams.

IV. Key Competencies

- **Strategic & Analytical Thinking:** Strong ability to interpret complex data and drive strategic decisions.
- **Process Improvement Expertise:** Hands-on experience with Lean, Six Sigma, Kaizen, or similar frameworks.
- **MIS & Reporting Skills:** Strong capability in MIS preparation, data analysis, dashboards.
- **Communication & Stakeholder Management:** Excellent interpersonal and influencing skills across all levels.
- **Project & Time Management:** Ability to manage multiple priorities in a fast-paced environment.
- **Technology Proficiency:** Experience with ERP systems, analytics tools (Excel, Power BI, etc.), and project management platforms.

V. Preferred Attributes

- Experience in banking, e-auction platforms, or fintech ecosystems.
- Exposure to regulatory and compliance-driven projects.
- Experience in handling stakeholder presentations and board-level reporting.

Age Limit

- Up to **40 years**