Job Description

|  |  |  |  |
| --- | --- | --- | --- |
| **1. JOB DETAILS:** | | | |
| **Position Title:** | **Business Analyst** | | |
| **Company/Location** | 3D Future Technologies Pvt. Ltd.  Inside Ador Powertron Limited Premises, Flash House  Plot No. 51, D-II Block, Ramnagar Complex, MIDC, Chinchwad, Pune-411019, India. | | |
| **Reports to** | CEO | | |
| **Email ID** | [hr@flashorthodontics.in](mailto:hr@flashorthodontics.in) | | |
| **2. OVERVIEW OF COMPANY:** | | | | | |
| A start-up from Ador Group in the field of 3D Printing (3D Printed Pre-Surgical Models, Anatomical Models, Training Guides & Medical Design Services) with a special interest in healthcare. The company has ambitious & aggressive plans in orthodontic market with its brand of clear aligners,  Flash Orthodontics. To know more about us please log on to [www.flashorthodontics.in](file:///C:\Users\Sadaf%20Shaikh\Desktop\Rupali\www.flashorthodontics.in). Subsidiary of the ADOR Group – (established in 1908 with its core businesses in Industrial Products & Services). More at – [www.3dfuturetechnologies.com](http://www.3dfuturetechnologies.com/). | | | | | |
| **3. OVERALL JOB PURPOSE:** | | | |
| To be an integral part of 3D Future Technologies and provide data based insights to Management. A startup in the medical field requires a person to research and analyse trends in the market as well as internal business data. Also work alongside with design, production and manufacturing team to gain critical knowledge of internal processes. | | | |
| **4. KEY ACCOUNTABILITIES:** | | | |
| 1. Closely assisting in the strategic business growth in terms of Revenue & Contribution 2. Company Level Scientific Budgeting 3. Analyzing Plant level MIS : Production Analysis, Dispatches, Inventory, Mfg. Cost etc. periodical reports with  recommendations which will enable MD to take strategic decision 4. Monthly Analysis of Key Ratios to ascertain the company’s financial health :-  * Compare analysis against the ideal standards and provide recommendations. * Analysing & Comprehending the Financial Data (P&L, BS & CF) of the company on a monthly basis and submitting the inferences/suggestions to Management for strategic decision making  1. Analysing & comprehending the Production v/s Inventory of the company & developed a scientific model to monitor the same. 2. Competitive Financial Analysis of various key industrial competitors. 3. Inventory Control :  * Analyse the inventory management system of plants for every month corresponding to the sales forecast. Provide a detailed report with current issues (huge inventory stock) and recommendations for improvement * Tracking of slow/non-moving inventory & setting up policy as required  1. Cost Reduction Projects 2. Analyzing Macro Economic Factors: IIP, GDP etc relevant to welding industry and our company on a monthly basis and update MD about the recent trends/developments for taking corrective/preventive actions 3. Board & Strategy Meet Presentations:-  * To prepare the analysis, presentation under the guidance of MD for presenting to Board and strategy group. * Frequent Interaction with the business stakeholders across all levels of the organization to refine existing operational metrics | | | |
| **5. QUALIFICATIONS, EXPERIENCE & SKILLS:** | | | |
| **Qualifications:**  Preferably an Engineering Graduate with MBA in Finance or Operations.  **Minimum Experience:**   * 3 to 4yrs in Business Analytics   **Job-Specific Skills:**   * Experience in using any ERP/ Business Intelligence system for data analysis, Advanced Excel & Powerpoint * Excellent Communication & Presentation | | | |