

Title: Documentation and Analysis

Purpose: Aspirant's socio-demographic profile is recorded in MIS and analyzed with the main purpose of providing actionable and meaningful results to assist in making better decisions for Bright Future's stakeholders and also displaying credibility.

Location: Kurla, Bhandup, Govandi, Ghatkopar, Kandivali East, Kandivali West, Lower Parel, Ambadi, and Nallasopara and Kurla Head office

Key responsibilities:

1. Entering details in MIS from hard copies
2. Analyzing and interpreting the data in statistical or descriptive form
3. Presentation of results of analysis
4. Suggesting action points

Time duration: Minimum 3 hours per day in 1 week.

Time commitment: Minimum commitment of 2 months is required.

Skills and Experience required:

1. Documentation
2. Analytical thinking
3. Research
4. Computers
5. Excellence in Excel