



**Role:** Business Analyst Intern

**Location:** Hyderabad

### **About Keka**

Keka has been a silent revolution in the making from our launch 7 years ago. Our steadfast focus on building an employee-centric HR platform was well received by more than 3500 businesses across India and the world. Today we are India's #1 platform in the segment with the greatest number of new customers adopting the platform. All with zero advertising spend and pure customer love. We are an organization built by our employees. The passion and the extreme ownership that our people bring to the table are contagious. We don't hide and we aren't afraid to ask for help. When we fail, we learn, adapt, and do better in the future. This open culture encourages our people to innovate, regardless of their function and across departmental boundaries.

We're looking for a result-driven SDR to actively seek new business opportunities, and engage and build relationships with potential customers. You will provide complete and appropriate solutions/options for every potential customer to boost top-line revenue growth, customer acquisition levels, and profitability.

### **Job Description**

Responsibilities include (but are not limited to) the following:

- In partnership with process leaders, evaluate and perform an end-to-end analysis of the business environment to identify significant gaps and weaknesses and determine root cause of them
- Create a proactive risk and control culture that leverages proven evaluation strategies and sound change management protocols
- Partner in the development and documentation, through participation in end-to-end process walkthroughs and deep dives with process leaders.
- Ability to liaise between lines of business unit and teams, while working with a wide range of stakeholders and collaborating with your team
- Openness to learning new concepts



### Knowledge Base/Education

- Bachelor's degree or equivalent experience
- Background in controls, audit, Business analytics, operational risk management; or equivalent subject matter expertise in a relevant business-related function/operation/technology
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of data and information with attention to detail and accuracy
- Advanced working experience with MS Office Suite (especially Excel, SharePoint & PowerPoint, BI tools)
- Industry-recognized certifications, CRM would be a plus

### **Key Behavioral Attributes**

- Great Analytical & Problem-Solving Skills
  - Structured
  - Detail Oriented
  - Focused
- 
- Internship duration: **6 months – 12 months**
  - Stipend per month – **15k**
  - Post FTE conversion – **3.5 – 4.0 LPA**