

## Digital Transformation Executive

**Location:** Mumbai

**Job Type:** Full Time

**Department:** Digital Transformation Executive

### Role Overview:

We are looking for young, highly motivated Digital transformation Executive/Officer with a critical thinking mindset to join our company as a Digital transformation Executive, you will play a crucial role in identifying, improving and developing Digital solutions that drive strategic goals of the organization. This is a tremendous opportunity to learn and participate in high-priority initiatives and multi-team collaboration across various business segments within the organization

### Core Functions:

- An executive responsible for transforming an organization's traditional business into digital ones
- Implementing digital initiatives that enable strategic innovation and business transformation
- Digital transformation Executive will be responsible for leading and strategizing digital transformation roadmap for the organization

### Job Duties:

- Ability to drive process analysis, opportunity assessment and stakeholder communication, workshops and meetings
- Able to analyse, develop requirements and executes allocation, transformation processes, and other Configurations
- Elicit requirements, identify solution and delivery defined functional specification documents including Business process mapping/modelling and BRDs
- Collaborates with management, technical staff, and subject matter advisors to understand business needs/issues, troubleshoot problems, conduct root cause analysis and develop cost effective resolutions for system and data anomalies
- Strike a perfect balance between Business and Technology effectively and develop meaningful relationships through collaboration with respective departments
- Support in form of Research, Analytics and data gathering activities
- Test changes prior to deployment as appropriate and document changes before and after deployment
- Performs financial data related research and root cause analysis activities, provides correction specifications, and escalates issues as appropriate
- Performs post implementation analysis on the model by survey methodology and upgrading the existing model as per the feedback and need

#### **Requirements:**

- Strong analytical, problem solving and critical thinking skills
- Well versed with MS office and other Microsoft Products, able to create effective messaging through excellent communication and presentation skills
- Ability to work independently and in teams with Impeccable analytical skills and commercial acumen
- Self-starter, assertive, result oriented and willingness to adapt to fast paced environment and a quick study
- Can operate effectively in a dynamic environment with tight deadlines and prioritize one's own work to achieve them

#### **Qualifications:**

- Graduation in Computer Science/ Mathematics/ Physics or another related field
- Highly advanced Excel skills with Bachelor's or Master's degree in business administration preferred
- 3 years with at least 2+ years of relevant professional experience in Process excellence, process consulting, BI, Data visualization or related fields
- Certifications & experience on any ERP systems & its management preferred

#### **Working Conditions:**

- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Working Hours: 09:45 am to 6:45 pm Hrs (Monday-Friday)