

JD Data Analyst

Location: Sunway Nexis, Kota Damansara (Onsite)

Job Summary

The Data Analyst is responsible for collecting, validating, processing, and analyzing data from multiple sources to support project implementation and business decision-making. The role involves transforming complex datasets into meaningful insights, reports, dashboards, and visualizations while ensuring data quality, consistency, and accuracy.

The successful candidate will work closely with project stakeholders, business users, developers, database administrators, and technical teams to support data-driven initiatives throughout the project lifecycle.

Key Responsibilities

- Collect, consolidate, cleanse, validate, and maintain data from multiple internal and external sources.
- Perform data profiling, quality assurance, and data integrity checks to ensure accuracy, completeness, and consistency.
- Develop and maintain data extraction, transformation, and loading (ETL) processes.
- Analyze data to identify trends, patterns, anomalies, and actionable insights.
- Design, develop, and maintain dashboards, reports, and visualizations to support business and operational decision-making.
- Define, monitor, and report Key Performance Indicators (KPIs) and project performance metrics.
- Collaborate with business users, project teams, and technical teams to understand data requirements and reporting needs.
- Support data modelling, data mapping, and data documentation activities.
- Prepare analytical reports, presentations, and recommendations for stakeholders.
- Participate in requirement gathering, system testing, user acceptance testing (UAT), and validation of data outputs.
- Ensure compliance with data governance, security, privacy, and organizational policies and standards.
- Support continuous improvement initiatives through data analysis and reporting.

Requirements

- Bachelor's Degree in Data Analytics, Data Science, Computer Science, Information Technology, Statistics, Mathematics, Engineering, or a related discipline.
- Minimum 3–5 years of experience in data analytics, business intelligence, reporting, or data management.
- Experience in large-scale ICT, digital transformation, or government projects is an added advantage.
- Strong analytical, problem-solving, and critical thinking skills.
- Excellent communication and stakeholder management skills.

Technical Skills

- Proficiency in SQL for data extraction, manipulation, and analysis.
- Experience with Python or R for data analysis and automation.
- Experience with Microsoft Power BI, Tableau, Grafana, or similar Business Intelligence and data visualization tools.
- Knowledge of relational databases such as PostgreSQL, MySQL, SQL Server, Oracle, or equivalent.
- Familiarity with ETL processes, data integration, and data warehousing concepts.
- Understanding of data quality management, metadata management, and data governance principles.
- Familiarity with APIs, JSON, XML, CSV, and other structured data formats.
- Experience with cloud-based data platforms and analytics solutions is an added advantage.

Deliverables

- Data quality and validation reports.
- Cleaned and standardized datasets.
- Data extraction and transformation documentation.
- Interactive dashboards and management reports.
- KPI reports and analytical insights.
- Data dictionaries and metadata documentation.
- Ad hoc analytical reports to support project implementation and decision-making.

Personal Competencies

- Strong analytical and logical thinking.
- High attention to detail and accuracy.
- Ability to manage multiple priorities and work under tight deadlines.
- Excellent interpersonal and teamwork skills.
- Self-motivated, proactive, and results-oriented.
- Strong written and verbal communication skills.
- High level of integrity and commitment to data confidentiality.