

## **JOB DESCRIPTION – DATA ANALYST**

### **About HackIT**

HackIT Technology and Advisory Services is an IT/Cyber Security company, operating since 2009. HackIT is an Indian Computer Emergency Response Team, CERT-IN ([www.cert-in.org.in](http://www.cert-in.org.in)) empaneled provider for IT Security Audit Services. HackIT provides a broad range of security consulting and advisory services to a diverse group of clients, including government organizations, corporations, Military establishments, financial institutions and start-up, to name few. Our work spans multiple sectors and industries, including Telecommunications, Defense and Military, ITeS, Financial Services, Aviation, Hospitality, Healthcare and Research. We work end-to-end—from diagnosis to delivery of lasting impact — together generating tangible results that are improving the security posture of organizations worldwide.

We are looking for passionate Information Security Professionals to help us keep growing. If you're excited to be part of a winning team, HackIT Technology & Advisory Services is a perfect place to get ahead.

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| <b>Job Title</b> | • Data Analyst |
| <b>Location</b>  | • Delhi        |

### **Job Overview**

We are seeking a detail-oriented and analytical Data Analyst to join our team. The ideal candidate will be responsible for collecting, cleaning, analyzing, and interpreting large datasets to support business decisions. The role requires strong technical skills in Python, SQL, Excel, and familiarity with data engineering concepts. Experience in reporting, insight generation, and social media data analysis is an added advantage.

### **Job Responsibilities**

- Collect, clean, and transform raw data from multiple sources for analysis.
- Use Python (Pandas) to manipulate, process, and analyze datasets efficiently.
- Extract data using SQL queries and work with MongoDB for NoSQL data operations.
- Perform data scraping and automation tasks using scripting tools and Python libraries.
- Generate meaningful business insights through exploratory data analysis (EDA).
- Conduct social media analytics to track trends, sentiment, and performance metrics.
- Collaborate with cross-functional teams to understand requirements and deliver data-driven solutions.
- Ensure accuracy, integrity, and security of data throughout the pipeline.

### Technical Skillsets (Mandatory)

- Strong proficiency in Python, especially Pandas, NumPy, Matplotlib/Seaborn.
- Hands-on experience with SQL (writing complex queries, joins, aggregations).
- Knowledge of MongoDB and working with NoSQL datasets.
- Advanced Excel skills (pivot tables, functions, data visualization).
- Experience with web scraping (Beautiful Soup, Selenium, or similar tools).
- Ability to perform deep data cleaning and preprocessing.
- Experience with report generation and narrative insight creation.
- Understanding of social media metrics and analytics tools.
- Strong problem-solving, communication, and documentation skills.
- Familiarity with data APIs, automation, or scripting workflows.

### Education & Certifications

Bachelor's degree in Computer Science, Data Science, Statistics, or related field.

### Experience

1-3 Years of experience

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