

# RITVIKA KEDIA

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## Professional Summary

Adaptable and analytical Data & Project Management Professional with experience spanning data analysis, operations, and stakeholder management across technology, research, and real estate sectors. Skilled in SQL, R, and Power BI, with a background in psychology and ongoing Python upskilling. Known for combining strategic planning with hands-on execution, fostering data-driven decision-making and efficient project delivery.

## Work Experience

### Senior Project Manager | Jain's Central Park East (RNK Agro & Chemicals) — Hyderabad, India

Feb 2025 – Present

- Oversee sales, marketing, and administrative operations for a large-scale residential real estate project valued at several hundred crores.
- Coordinate cross-departmentally and liaise with legal teams, vendors, and management to ensure seamless project execution and client satisfaction.
- Implemented lead-tracking systems to monitor and analyze over 500+ inquiries monthly, improving follow-up efficiency and data consistency.
- Supervise a team of sales and pre-sales staff, setting performance goals and establishing structured weekly reporting.
- Initiated marketing reviews, ensuring at least one promotional campaign executed weekly and improving engagement metrics across channels.
- Streamlined documentation workflows, reducing delays and supporting leadership in strategic planning and decision-making.

### Key Project – Provident Fund Case Management (RNK Agro & Chemicals)

- Spearheaded the resolution of a company-wide legal matter by overseeing data consolidation and document validation efforts.
- Engaged directly with legal counsel to align on documentation requirements and ensure compliance standards.
- Organized and cleaned datasets across multiple internal systems, ensuring 100% completeness before submission.
- Managed a small cross-functional team to meet a 10-day deadline, demonstrating strong leadership under pressure.

### Data & Insights Analyst | Zeki Research — London, UK

Mar 2023 – Jan 2025

- Delivered end-to-end quantitative and qualitative analyses on global AI and semiconductor sectors using SQL, R, and Power BI.
- Designed and automated dashboards, improving reporting efficiency and enabling clients to identify emerging trends faster.
- Authored and published 4 flagship reports and multiple analyses that generated new client requests and revenue growth.
- Developed client presentations with a 95% success rate for securing follow-up meetings.
- Conducted large-scale data cleaning and validation processes, achieving over 90% accuracy.
- Collaborated with data teams to refine collection and labeling workflows, improving data integrity.

### Research Analyst | Analysys Mason — London, UK

Sep 2022 – Jan 2023

- Produced and published over 5 analytical articles and presentations priced between USD 500–1500 each.
- Supported senior analysts with market insights across telecoms, AI, and energy sectors.
- Co-authored reports on gamification, automated assurance, and power usage in chip providers.
- Collaborated with senior stakeholders to identify emerging market opportunities and enhance report impact.

#### **Research & Data Analyst Intern | University of Exeter — Exeter, UK**

Jun 2021 – Sep 2021

- Consolidated data from multiple sources into standardized formats, improving data reliability.
- Conducted statistical analysis and created summary tables for research publications.
- Assisted academic supervisors in producing co-authored research materials and collaborative reports.

#### **Education**

##### **BSc Psychology**, University of Exeter, UK — 2022

- 2:1, Global Excellence Scholarship Recipient
- Dissertation: Factors Affecting Workplace Relationship Quality: A UK-based Study on Race and Gender

##### **A-Levels**, Gordonstoun School, UK — 2019

- Mathematics (A), Economics (A), Chemistry (B)
- Captain of Community Service & Swimming

#### **Skills**

**Technical:** SQL (AWS Athena, Postgres), R, Python (Intermediate), Power BI, Flourish, Excel, Pandas, SPSS, SELL.DO

**Project & Communication:** Stakeholder Management, Data-driven Decision Making, Workflow Optimization, Reporting, Presentation Design (PowerPoint, Canva)

**Soft Skills:** Leadership, Adaptability, Strategic Thinking, Organisation

#### **Volunteer Experience (Selected)**

- **Captain of Community Service**, Gordonstoun School — Conducted interviews to recruit volunteers; led community initiatives including Riding for the Disabled and Women's Aid; collaborated with schools on STEM and teaching projects.
- **Volunteer Assistant**, Cancer Research UK — Managed till area and customer interactions, ensuring smooth store operations and accurate sales handling.
- **Volunteer Helper**, Little John's House, Romania — Supported daily care and educational programs for children with disabilities; organized community events and fundraising activities.

References available upon request.