

SHAMBHAVI SINGH



Data Analyst - Data Operations



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Ahmedabad, India

Profile

Data Analyst, with overall 1+ year of experience in processing data and analyzing data from various sources like 10-k, DOL5500, TEO, CIQ etc. while meeting Client's requirement & standards

SKILLS

- Tableau (Beginner)
- Microsoft Office
- Communication
- Analytical Thinking

CERTIFICATES

- Rising Star for the quarter- S&P Global (Oct, 2021)
- Excellence certificate – The Outlook Group (2020)
- ADCA (Advance Diploma in Computer Applications) (2018)
- NSS (National Service Scheme) (2017)

HOBBIES

- Travelling
- Dancing
- Reading

LANGUAGES

- English
- Hindi

EDUCATION

ICFAI Business School, Pune (2021)

PGPM in Marketing & Finance, 83%

Patna Women's College, Patna (2018)

B. Com (H), 66%

EMPLOYMENT

Data Analyst - Data Operation

(June 2021 – Present)

S&P Global Market Intelligence, Ahmedabad

- Process data (Financial or Non-Financial, 10-k, 11-k, DOL5500, TEOs, etc.) and apply it in an accurate manner to the database using technical and financial knowledge
- Collection, Standardization, and validation of corporate annual, semi-annual or quarterly financial data from companies; published reports
- Deliver on predefined individual and team targets including delivering outcomes with quality and excellence
- Exporting data from various sources for creating spreadsheets and proficiency used for Advanced Excel functions like Pivot Table, V-Lookup, etc.
- Checking the final product whether it satisfy the Client's requirement and quality standards

Relationship Manager

(March 2021 - May 2021)

Trufedu Budgetary Education Pvt Ltd, New Delhi

- Responsible for managing key relationships and ensures business development across all distribution segments and manage Corporate & SMEs at all locations of the Cluster
- Responsible for achieving Sales of subscription and provide right solution to client through wealth products acquiring HNI/UHNI.
- Ensure right- selling by all team members through regular training
- Ensuring Compliance with regulations

INTERNSHIP

Knowledge Jockey

(Feb 2020 - May 2020)

The Outlook Group, New Delhi

Project Title: Sales generating strategies for The Outlook Group magazine using corporate promotional activities and online marketing