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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Riya Shah** | | | | | | | | |
| Female, 22 years | English, Hindi, Gujarati  **Email** : riyas32897@gmail.com Contact : +91 9687711721 | | | | | | | | |
| **Career Objective**  To gain professional knowledge continuously and work for a professionally managed organization to develop excellent managerial and administrative skills, in order to grow with the organization. | | | | | | | | |
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| **Educational Qualifications and Achievements** | | | | | | | | |
| **Grade** | | **Year** | | **School/College** | | **Percentage** | | |
| Bachelors Of Commerce | | 2017 | | Shree Narayan Guru College Of Commerce | | 62.23% | | |
| Class XII | GSEB | | 2014 | | Reubs Higher Secondary School | | 74.57% | | |
| Class X | GSEB | | 2012 | | Reubs Higher Secondary School | | 70.00% | | |
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| **Professional Experience** | | | | | |  | | |
| **S&P GLOBAL MARKET INTELLIGENCE** | | | **INTERNSHIP** | | **April’18 – Present** | | | |
| **Role** | * As a **Data Researcher** **I**, I am supporting the integrity and comprehensiveness of the data set by utilizing internal & external public research sources such as government & regulatory documents, stock exchanges, industry journals, analyst reports as well as information databases and our internal research tools to collect, summarize, and synthesize relevant information. | | | | | | | |
| **Responsibility** | * **Collection**, **Standardization** and **validation** of corporate annual, semi-annual or quarterly financial data from companies; **published reports**. * Tracking and collecting comprehensive information/ data in a proprietary database according to S&P’s guidelines. | | | | | | | |
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| **Skills** | * I am **dedicated**, focused and sincere in my work. * Highly Efficient and **punctual** in fulfilling commitments. | | | | | | |  |
| * Good in coordination with others and establishing **public relations**. * Able to meet deadlines and handle **responsibilities**. * Capable of working in bilingual environment. | | | | | | |  |
|  | | | | | | | | |
| **Extracurricular Achievements** | | | | | | | | |
| **Competitions/ Events** | * Organized an event in **S&P global** it was a monthly activity **80+**employees participated. * Organizing committee of Ahmedabad **Food Fest** **3rd Edition** 3 day event **12,000 +** footfalls * Secured **1st position** in **HLCC MOCK MUN** Agenda : Dilemma in Syria **60+** participants * **JT.Treasurer** of Interact Club Of Reubs School by Rotary Club Of Kankaria * Participated in PADKAR (**Self Defense** for Women) **200+** students * Participated in the 2nd INTERNATIONAL MATHS **OLYMPIAD** GRADE**: B+** | | | | | | | **2018**  **2017**  **2016**  **2014**  **2014**  **2010**  2 |
|  | | | | | |  | |
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| **Hobbies/Interest** | | | | | | | | |
| Fabric and Canvas Painting | Food blogger | Playing Tennis | | | | | | | | |