




Manika Yadav



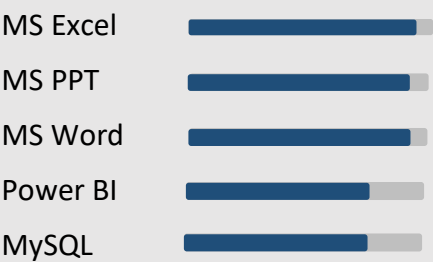
Contact

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 Noida, Uttar Pradesh

Skill Highlights

- Leadership
- Team management
- Decision making
- Quick learner
- Good interpersonal skills
- Dynamic
- Client interaction
- Team player
- Good communication skills

Technical Skills



Languages



Summary

Professional with more than 3.5 years of experience in secondary research and business research with team management skills.

Experience

Assistant Manager
Digital IP Insights Pvt. Ltd.

04/2019 till date
Noida, Uttar Pradesh

- Successfully managed a team of 25 members with good decision making and leadership skills.
- Successfully maintained project status reports and reporting to the clients.
- Acted as a liaison between the clients, seniors hierarchy, project managers and team members for the smooth work operations.
- Developed Standard Operating Procedures (SOPs) for key organizational processes and systems.
- Regularly reviewed and monitored the work SOPs and provided regular feedback for the enhancements in the work process/SOPs and improvements.
- Prepared, reviewed and reported project presentations and summaries to clients

Team Lead
Digital IP Insights Pvt. Ltd.

04/2018 – 03/2019
Noida, Uttar Pradesh

- Used my good decision making and leadership skills to manage a team of 15 members in secondary research.
- Provided mentoring and coaching to team to boost their enthusiasm in order to attain the highest level of quality in tasks assigned.
- Ensured that the team met project deadlines.
- Planned, supervised, and coordinated daily activity of team.

Senior Research Analyst
Digital IP Insights Pvt. Ltd.

04/2017 – 03/2018
Noida, Uttar Pradesh

- Gathered, reviewed and validated the data collected from the secondary research using web search and proprietor database tool.
- Detected and monitored suspicious transactions involving world's largest payment processor to protect the brand value from illegal and brand reputation damaging transactions.

Research Analyst
Digital IP Insights Pvt. Ltd.

06/2016 – 03/2017
Noida, Uttar Pradesh

- Collected the data from secondary research using web search and proprietor database tools.

Education

Qualification	Specification	School/ University	Year
Bachelor of Technology	Computer science engineering	MDU	2014
Higher Secondary	Non-Medical/ CBSCE Board	Raman Munjal	2010
Senior Secondary	Matriculation/ CBSCE Board	Vidya Mandir	2008

Interests

Drawing, Painting, Cooking