

Summary

Orderly and focused researcher dedicated to innovative, dynamic and organized work. Successful at maintaining accuracy and productivity through long and short-term projects with proven history of efficiency. Extensive knowledge of research in multiple business domains. Well-coordinated in handling study documentation and records.

Skill Highlights

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| * Research and Analysis * Literature Review * SPSS | * Reporting Requirements * Documentation |

Experience

**Research Associate** - 02/2020 to 06/2020

**VV Giri National Labour Institute, Noida**

* Completed exhaustive research into National Child Labour Project using databases, physical records and digital resources.
* Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.
* Supported design and implementation of survey instruments such as telephone questionnaires to obtain study information.
* Used SPSS to enter data into project database and provided updates on weekly basis.

**Assistant Professor** - 07/2019 to 12/2019

**Lingayas University, Faridabad**

* Handled classroom administration for professors, including taking attendance and recording student progress.
* Stood in for professors and teachers in absences, lecturing or providing course material on Management subjects based on lesson plans.
* Created materials and exercises to illustrate application of course concepts.
* Built strong rapport with students through class discussions and academic advisement.
* Evaluated student progress through analysis of test scores and homework completion.
* Contributed to campus activities to promote positive university image.

**Research Associate** - 06/2018 to 06/2019

**Ministry of Housing and Urban Affairs, New Delhi**

* Worked on the project titled North Eastern Region Urban Development Program.
* Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.
* Distilled large amounts of information and produced reports, spreadsheets and documents outlining key details.
* Helped team meet regulatory requirements by coordinating documentation and filings.

Contact

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Languages

French– A2 part A

Hobbies

* Reading
* Writing

Rinki

Arora

**Analyst, Transaction Advisory Services** - 05/2017 to 04/2018

**Ernst and Young, Gurugram**

* Analyzed program data to provide input for key decision making and strategic planning.
* Validated results and performed quality assurance to assess accuracy of data.
* Supported creation of detailed, technical financial models to value potential acquisition targets.
* Helped solve diverse program problems with in-depth analysis.
* Documented acquisition valuations and earnings accretion and dilution models for public and private companies.
* Evaluated and adopted new technologies to address changing industry needs.

**Research Analyst**- 12/2016 to 04/2017

**Three Cross Five, New Delhi**

* Worked on multiple business domains and validated incoming data to check information accuracy and integrity while independently locating and correcting concerns.
* Analyzed statistical data using both modern and traditional methods.
* Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations using MS Word and Excel.
* Interpreted data using SPSS and made recommendations from findings.

Education

Faculty Development Program

Successfully completed 2-week FDP on “Statistical Package for Social Sciences" via online mode organized by (Indian Teacher Education Community in collaboration with Faculty of Education Kalyan Post Graduate College, Bhilai Nagar (16th Otober2020- 31st October 2020) .

Successfully completed 10-week FDP cum seminar on “Academic Writing and Anti-Plagiarism" held at the Delhi University (7th December 2019-22nd February 2020)

Certifications

IIM-Kashipur-Executive Certificate Programme in Business Analytics and Big Data (September 2017).

French Certificate course from Delhi University (August 2013).