**Name**

Phone + 91 98XXXXXX

E-Mail: xxxx@yahoo.com

**To carve out a niche for myself marked by professional excellence while actively contributing to the growth of the organization and self by employing my skills in Research Analysis with an organization of repute.**

**PROFESSIONAL SNAPSHOT**

* A result oriented professional with 3.9 yearsof qualitative experience in Market & Business Research & Consulting.
* Presently associated with Kenexa, Gurgaon as Project Lead in Consulting (Research and Analytics) Team.
* Experience in coordinating overall operations in arranging resources for on-site and off-shore projects involving scoping, initiating, resource mobilization and execution within cost & time parameters.
* Managing training for employees in HR studies like Engagement Studies, Best Employers and 360 feedback.
* Gained significant experience in monitoring the overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize operational efficacy of the process.
* A keen communicator with ability to relate to people across all hierarchical levels in the organization and motivate them towards the achievement of organizational objectives.
* Plan and execute small, medium and large projects including data collection, processing, secondary research, questionnaire designing, analysis & report writing.
* Data gathering, organizing and presenting, ensuring high level of data accuracy, integrity and data management from different resources.
* A keen learner with a flair for adopting emerging trends and addressing industry requirements to achieve organizational objectives and profitability goals.

**ORGANISATIONAL EXPERIENCE**

**Since Dec’09 Kenexa, Gurgaon Project Lead**

**Key Deliverables:**

* Interface and engage with client facing consultants to establish scope of a project and develop project plans relevant enough to manage stakeholder expectations.
* Actively contributing towards standardization of process and thus reducing TAT.

**Contd.**

* Design SOPs and Process Workflows to provide training assistance to both existing and new associates.
* Ensuring timely execution of projects adhering to strict deadlines and maintaining the quality standards.
* Understanding **client requirements**, **project goals** and **timing** through discussions with Clients.
* Designing Project Proposals having details like **timelines**, **deliverables** and **methodologies** and **budgeting for project** and **pricing**.
* To do the analysis and generate scores by using **SAS** (basic).
* Involved in R**eport Writing** and **Interpretation** of results.
* Handling **client queries** either on-line, on-call or vendor interaction.
* Analysis on competition, trend analysis, feasibility studies and reporting on different markets.
* **Benchmarking** from previous year as per the markets.
* **Project Handling** from beginning to end.
* Ensuring **customer satisfaction** by seeking constant feedback, thereby maintaining successful relationship with the customers.

**Projects:**

* Worked on **Engagement Projects** – To know the Engagement of the employees of all of these organizations. Key activities include - survey administration, email notifications to participants and data analysis for both historical and current year data.
* **Best Employers** – Canada: This project involved around 80 Companies from Canada to which we provided the **Linkage Model** with the help of **Partial Correlation**.

**May’08 – Dec’09 RMS Pvt. Ltd., Noida Research Analyst**

*(Primary & Secondary Research)*

**Key Deliverables:**

* Worked on projects, which included a customized **Business & Market Research** for the Clients in **IT** and **Telecom Vertical** (like IBM, Symantec, Hitachi Data Systems, Microsoft, Citrix Software, Satyam Computers Services and Ericsson etc) and providing consultation (**in Written Report**) based on the research in various industry verticals.
* Involved in **managing and processing** of statistical data and applying in an accurate manner by using technical and fundamental knowledge.

**Contd.**

* Analyzing **Client’s requirements** to make right decisions in addressing organizational and client’s opportunities.
* Study of **Annual Reports**, **Organizational Structure**, **Press Releases**, **IT Infrastructure**.
* Managing responsibility for **projects, its quality, accuracy, timeliness** and **completeness**.
* Working effectively within **teams or individually**, **proactively identifying** and **resolving problems**.
* Acting as a secondary source of knowledge on company, communicating with other departments and external departments in the resolution of queries on exchange data and historical data as needed.
* Worked on several Search Engines like **Google, Bloomberg, Factiva, Hoovers** etc.

**Projects:**

* Worked on projects, for the Clients in **IT** and **Telecom Vertical** (like IBM, Symantec, Hitachi Data Systems, Microsoft, Citrix Software, Satyam Computers Services and Ericsson etc) in knowing the level of deployment of IT in India across different Industry Verticals.
* Another project included the deep study of how the decision making of the influencers affects the overall growth of an organization; this was done by searching the resumes and analyzing them to know the specific job profiles and their roles and responsibilities, New Releases.

**SKILL ENHANCEMENT**

* Undergone an extensive training on **Confirm IT** tool used for Survey Design, Analysis and Report Generation.
* Attended training on **Cross Cultural Diversity Program**.
* Attended training on **Effective Global Business Communication.**
* **Summer Training**

**Organization** : RMS Pvt Ltd

**Duration** : March ’07 – July’07

**Project** : “BLACK PEARL” To find out the level of deployment of Information

Technology in SME’s in India.

**ACADEMIA**

**PGDBM (HR & Marketing)** from FORE in 2008.

**B.Sc.** (Physics, Chemistry & Maths)from Calcutta University in 2005.

**IT SKILLS**

2 Years Diploma in Computers (DOEACC ‘A’ Level)

Well versed with MS-Excel, MS-Word, MS-Power Point,

Operating System used: Windows XP, 2000.

**Contd.**

**ACHIEVEMENTS**

* Awarded a **SPOT ON** Prize for delivering the Projects on time & 100% Error Free.
* Awarded Ist Prize in **OPINE** ( Extempore) in AURA, **Amity Business School’s** All India Management Fest in 2007
* Awarded Ist Prize in **Management Quiz** conducted by **Jaipuria Institute of Management**, Ghaziabad in 2007.
* Awarded IInd Prize in **Science Exhibition** at Regional & District Level in 2002.

**EXTRA- CURRICULAR ACTIVITIES & HOBBIES**

* Member of Fun at Work Committee at Kenexa
* Actively involved in committees of Sports and Cultural Activities at School and College Level.
* Listening to Music & Exploring Nature.

**PERSONAL DOSSIER**

Date of Birth: XXX 19XX

Permanent Address : XXXXXXX

Mailing Address : XXXXXXX

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