Resume

# Ms. Pratiksha Gaikwad

Mobile No: 7741988964

Email ID: [pratikshag352@gmail.com](mailto:pratikshag352@gmail.com)

# Career Objective:

Enhance my skills, knowledge and work in an organization with accountability, responsibility and commitment.

# Experience:

1. Zilaa Global Solutions Pvt Ltd - Research Analyst

04/02/2021 - 29/06/2021

* Contact Discovery.
* Contact Discovery through Professional networking using online research tools (LinkedIn, Zoom Info, and Bloomberg, Hoovers etc.) to retrieve contact information of prospects.

1. Demand Circle ITES Pvt. Ltd. – Senior Research Analyst

01/07/2021 – 30/04/2022

* Contact Discovery.
* Contact Discovery through Professional networking using online research tools (LinkedIn, Zoom Info, and Bloomberg, Hoovers etc.) to retrieve contact information of prospects.

1. Demand Circle ITES Pvt. Ltd. – Quality Analyst

02/05/2022 – 30/06/2022

* Responsible for preparing and maintaining Daily/ Weekly/ Monthly reports.
* Preparing and publishing deliveries to client for campaign after the quality audit.
* Quality Assurance \* Quality Control \* Quality Audit \* Total Quality Management \* Data Quality Control \* Data Quality Management \* Data Management \* Data Collection \* Online Research \* Data Analysis \* Web scrapping \* Microsoft Excel

# Qualification:

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| --- | --- | --- | --- |
| Year | Examinations | Board/University | Class |
| 2007 | SSC | Maharashtra Board | First Class |
| 2010 | HSC | Maharashtra Board | Second Class |
| 2014 | B.Com | Aurangabad University | First Class |

**Additional Activities:**

Basic Computer Knowledge (Microsoft Office)

Tally 9.0 ERP

MS-CIT

English Typing 30 & 40 w.p.m.

# Personal Profile:

Date of Birth: 15th April 1992 Marital Status: Unmarried Languages: English, Marathi, Hindi

Hobbies: Travelling, Music, Cooking`

Qualities: Ability to learn quickly, multitasking and positive attitude

# Regards,

**Pratiksha Gaikwad.**