**Neha Matta (23-01-1994)**

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Looking for a role in the area of Research & Analysis to enhance my skills and abilities and contributing to my team and the organization

**Profile Snapshot**

* A competent professional with bachelor’s in economics Honors with proven expertise in Research and Analytics.
* Hands of experience in Secondary Research, knowledge of secondary platforms like Thomson, Capital IQ, Factiva etc. and understanding to different research projects and their completion on time.
* Knowledge of Secondary Research, Industry Reports, Networking, Market Analysis, Data Sourcing, Database management & Development and Company Profiling.
* Hard work, sincerity and punctuality has helped develop ease for multi- tasking and flexibility to work in a dynamic environment.
* More than 4 years of experience into project management which involves all steps of Questionnaire designing, survey programming, quality check, team management to ensure all task of primary and secondary research are done effectively.
* Data delivery and use of different tools such as SPSS, MS Office etc. and confirmIT.
* Excellent interpersonal, communication and analytical skills with demonstrated abilities in liaising within departments and external parties

**Profile Summary**

**High Beam Global | Assistant Manager-Operations| Gurgaon, India** (July,2019–Present)

1. Interacting with clients for scoping and ensure timely delivery to the Adhoc requests.
2. Delivering research-based output in well-structured word, spreadsheets and power point presentations to add value to the stakeholders.
3. Specialization in managing benchmarking projects like Finance, HR, Supply Chain, Logistics, procurement and Telecommunication. This involved al
4. Handling entire project management task involving use of confirmit, process of team handling, survey programming, questionnaire designing, data checks and quality in terms of delivering the projects.
5. Training team members on databases operation to draw meaningful data mining.
6. Conducting qualitative research on a variety of areas and prepare standard or custom products such as preparation of Company reports for different companies.
7. Providing effective management support to team members on small to medium sized projects or assisting Project Managers on large projects.
8. Expertise in Quantitative as well as Qualitative and CATI as well as Online research methodologies
9. Create a project dashboard, which outlines both the projects currently underway and those on the backlog, with their priority according to the overall business objectives.
10. Working on SPSS at a basic level to derive outcomes in regards to the analysis done.

**High Beam Global | Project Lead- Market research| Gurgaon, India** (July, 2018–June 2019)

1. Worked majorly on client management which involves projects focusing on all kinds of industries.
2. Collecting information about Companies and C-level Executives using secondary data tools such as, Zoom Info, Factiva.
3. Contribute actively in team discussions and work on various group specific strategic initiatives.
4. Work as an individual contributor on high impact projects and manage low to medium complexity projects.
5. Deriving meaning insights to the projects management in presentable format using frequencies, means, tabulation and other methods.
6. Active participation & contribution in team discussions on project specific areas.
7. Communicating with clients to understand and document the business objectives

**High Beam Global | Senior Research Analyst Market research| Gurgaon, India** (January, 2017–June2018)

**Job Description:**

1. Analyzing the trends in different industry verticals in the domain of Supply chain, Logistics, Procurement and Retail for bench marking studies.
2. Presented the results of complex analysis in easily understandable Excel and Power point documents, allowing clients to quickly engage with the findings.
3. Working on PowerPoint presentations on business model, segments, revenue model, strategy, issues / challenges, M&A history, competitive positioning, organization structure, key management, recent developments, SWOT, etc.
4. Possess working knowledge of relevant databases including Thomson One, Capital IQ, Euromonitor & Merger market.

**High Beam Global | Research Analyst Market research| Gurgaon, India (November,2015-December,2016)**

**Job Description:**

1. Worked on various integration and separation projects belonging to sectors including Telecommunication, Financial services, Life sciences, manufacturing and technology.
2. Performed strategic analysis of data through various forms of research including data mining along with use of various professional platforms like Zoom Info, Hoovers, and LinkedIn

**Projects Undertaken**

**Part of Finance Benchmarking Study**

1. Managed finance benchmarking study for a benchmarking specialist US Client for two consecutive years which involved discussions with CFO level experts in terms of finance numbers and practices around 1 Billion plus organizations across the globe. The role also involved working on the expected ranges and defining reasons to low/ high numbers in each and every aspect of Finance function.
2. Drawing study objectives, and other details in PowerPoint presentations through use of comparison tables, graphs, SWOT analysis and other approaches.

**Part of Benchmarking Study of Supply chain, Logistics, Procurement, and Retail.**

Analysing the trends in different industry verticals for benchmarking study in the domains of Supply chain, logistics, procurement, retail, telecom, and HR. This was executed as 6 sub-sets of a single benchmarking study for a benchmarking specialist client in North America. It also involved presenting data in understandable excel format in terms of exacting delivering what was expected by the client.

**Academic & Professional Credentials**

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| **Year** | **Degree/ Certificate** | **Institute** |
| 2015 | BA –Economics Hons | Daulat Ram College, Delhi University |
| 2012 | 12th | SDVM School, Panipat |
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**Learning Outcome:**

* Advanced knowledge of Microsoft Office (Excel & PowerPoint)
* Basic knowledge of working on SPSS
* Understanding the financials and cost structure of different organizations cross industry.

**Achievements & Extra Curricular Activities**

* Awarded with employee of the year ending June,2017 and June 2018
* Employee of the month several times in the course of 4 years.
* Half yearly promoted in January for extra ordinary performance in the months of July,2016-December,2016

**References**

Available on Demand