

SUMMARY

- ✓ Professional Knowledge with increasing responsibilities and successful record of achievements in application design and statistical analysis.
- ✓ Knowledge on working with Base SAS under platforms such as Windows 2000, XP.
- ✓ Knowledge in analysis of data for statistical analysis and reporting.
- ✓ Knowledge in producing external files and reports employing various SAS procedures, like - Proc Import, Proc Export, Proc Append, Proc Print, Proc Freq, Proc Tabulate, Proc Means, Proc Transpose.
- ✓ Knowledge on working with Excel, PowerPoint and ODS HTML formatted files to produce adhoc reports to the Users and Business Partners for Presentation and further Analysis.
- ✓ Export / extract data from databases and perform migration of data using Upload, Download.
- ✓ Strong exposure in Business and Data analysis, design and training of users.
- ✓ Ability to work independently / in a team environment and ability to absorb technical knowledge quickly.

EXPERIENCE**Luxmi Premium
Grains India Pvt. Ltd.**Mar 2014 – May 2015
Lucknow, India**Senior Project Manager**

Accountable for managing the delivery of critical projects, and for providing managerial support for all the projects conducted by the company.

- ✓ Preparing Project Initiation documentation.
- ✓ Responsible for ensuring best value is obtained for the project including supplier base, use of internal and external resources.
- ✓ Maintaining and completing Project Key Performance Indicators.
- ✓ Identifying, costing and processing any contract variations.
- ✓ Tracking activities against the detailed project plans.
- ✓ Updating project plans to include agreed changes.
- ✓ Producing accurate project reports.
- ✓ Monitoring actual expenditure figures against project budget.
- ✓ Organizing and facilitating Project Steering / Operating Committees meetings.

Google IndiaMar 2012 – Feb 2014
Gurgaon, India**Associate – Research Analyst**

Part of a team, responsible to work on the 'Knowledge Graph' which is used by the search engine to enhance its search results with semantic-search information gathered from a wide variety of sources.

- ✓ Worked on Automated Data Inception and graph clean-up process such as resolution of incompatible types, merge of duplicate and split of conflated entities.
- ✓ Made recommendations to senior managers based upon research findings.
- ✓ Worked on ontologies.
- ✓ Worked on the various tools (Google docs, online queue masters and trackers).
- ✓ Assisted in schema development, project guideline designing, buddy session & project management using Workflow system, JIRA under CL supervision.
- ✓ Did Project forecasting using task throughput analysis, ETAT evaluation which includes preflight.
- ✓ Created quarterly metrics for resource productivity and accuracy using relative techniques, like – ATAT, bell curve analysis etc.
- ✓ Worked on the time sensitive ad hoc and priority projects which required human logic, interpretation and judgment by being more adept in grasping new and challenging things in a short span of time.

RICHA AGRAWAL

Project Management| Secondary Research| Data Analysis
SAS (Base)| Clinical Research| Market Research| Business Research

GH-7, Sector-43
Gurgaon –122009
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Tuareg Marketing Pvt. Ltd.
(Inalsa Home Appliances)
Dec 2009 –May 2010
Noida, India

Executive - Logistics
Responsible to manage daily operations of logistics in co-ordination with account department, sales team and company branches at different locations, ensuring the right products are delivered to the right location on time and at a good cost.

- ✓ Sales order processing & preparation of invoices.
- ✓ Maintaining and sending different metrics and reports (daily sales report, location wise stock statement on weekly basis, monthly reports like – inventory movement, pending order, stock contribution & valuation etc.) for branches and the higher management.
- ✓ Analysis of Depot stock and taking decision of stock transfer, purchase etc.

ACADEMIC

| Education | Projects | Certification/ Achievements |
|--|--|--|
| JAIPURIA INSTITUTE OF MANAGEMENT, GHAZIABAD M.B.A. (Finance & Marketing) - 2007-2009 1 st Div Hons. | Hindalco Industries limited A study of Working Capital Management with special referen to Ratio Analysis | Base SAS 9.1.3 (Grassroots) TALLY. ERP (NIIT) |
| SHRI RAMSWAROOP MEMORIAL COLLEGE OF ENGINEERING & MANAGEMENT, LUCKNOW B.B.A. (Finance & Marketing) - 2003-2006 | ICICI Bank Beta analysis of ICICI Bank | Certificate of Excellence (Google India) Certificate of Merit (De Nicholas Case Study Contest) |

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