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| **Varun Narain Singh**  **E-Mail:** [ranavarun333@gmail.com](mailto:ranavarun333@gmail.com)  **Phone**: +91 9354269132 | | | | |  |
| **Executive Assistant**  **Location Preference:** *Delhi / NCR, Chandigarh* and *Mumbai* | | | | |  |
|  | | | | |  |
|  | **CORE COMPETENCIES** | **PROFILE SUMMARY** | | |  |
|  |  |  |  | Managing and supervising the data of company and analyzing to get business insights. Also, working in close connection with the top management to facilitate the reporting needs thus helping the decision-making processes. |  |
|  | **Data Analysis** |  |  |  |  |
|  |  |  |  |
|  |  | * Can independently handle the day-to-day office correspondence and calendar management. | | |  |
|  | **Business Analysis** |  |  |  |  |
|  |  |  |  |  |  |
|  | **Operation Management** |  |  | Rich **Data analysis, Operation experience** with proficiency in grasping |  |
|  |  |  |  | big picture, conceptualizing, developing, implementing solutions and |  |
|  | **Project Planning & Management** |  |  | partnering closely with leaders & stakeholders to achieve higher levels |  |
|  |  |  |  | of efficiency & effectiveness |  |
|  |  |  |  | Excelled at providing **digital files & customized reports** developed in |  |
|  |  | Excel, PDF, Synchro, Traffix or any client specified format |
|  |  | Hands-on experience in **data analysis, visualization (SQL, Advanced Excel,** |
|  |  | **VBA, Google Data Studio, Power Query, PowerPoint, Google Calendar, MS Outlook, MS Project) & manipulation**. A **keen** |
|  |  | **analyst** with a flair for adapting quickly to dynamic business environments, |
|  |  | adopting pragmatic approach in improvising on |
|  |  | solutions & resolving complex business issues |

# ORGANISATIONAL EXPERIENCE

**Since Jul’17**: **BT Data & Surveying Services India Pvt. Ltd.**

AS **–Business Analyst**

## Company Profile –BT Data & Surveying Services is an India subsidiary of California based National Data

## & Surveying Services (NDS). The company chiefly deals in providing traffic analytics services to its offshore client.

### Key Result Areas:

* Acting as the point of contact between the executives and internal or external colleagues
* Organizing meetings.
* Handling correspondence directed to managers
* Making travel arrangements and detailed travel itineraries
* Taking dictation and minutes and writing them up subsequently
* Producing reports and presentations
* Maintaining the current filing and database system and looking for ways to improve current systems.

**PREVIOUS EXPERIENCE**

# Sep’15 – Jan’17: Indo Rama Synthetics (INDIA) Limited

## As Executive Secretary to CFO

## Company Profile –Indo Rama Synthetics (India) Limited is an India-based polyester manufacturing company chiefly involved in spinning, weaving and finished textiles with its presence in Turkey, Nepal and other overseas countries.

### Key Result Areas:

* To collect daily reports from different plants and regional offices.

### Key Result Areas:

* To collect daily reports from different plants and regional offices.
* Preparing weekly and monthly reports with general secretarial work.
* To Take care of the reimbursements on monthly basis.
* Making travel arrangements for the CFO of the company.

# Mar’14 – Sep’15: Electrical Manufacturing Company Limited

## As Secretary to Vice President

## Company Profile – Based in Kolkata and with over five decades of experience, EMC is one of India’s fastest growing EPC companies and a world-class provider of end-to-end power systems solutions across the world.

### Key Result Areas:

* To look after all activities in respect to the office coordination.
* Responsible for the secretarial work.
* Keeping daily records of company’s day-to-day expenses and small accounting work.

# Aug’11 – Feb’14: Maxwell Projects (P) Limited

## As MIS Executive cum Office Coordinator

## Company Profile – One of Driplex Group of Companies, Maxwell Projects (P) Ltd deals in Civil Engineering projects across India. Incorporated in 1996, Maxwell has made a name for itself in the list of top service providers in India.

### Key Result Areas:

* Preparing Sales reports using MS Excel.
* Consolidating data from Finance & Operations, creating consolidated reports with charts and presenting the same to the Management.
* Creating PowerPoint presentation for the management.

**IT SKILLS**

### An In-depth experience handling real life situations with Advanced Excel tools like V-lookup, H-lookup, Database Function,

### Pivot Tables and various charts & Dashboard creation.

### Automation in MS Excel using VBA.

### Have experience with transactional SQL statements to extract and manipulate data.

* **MS Office Tools: Excel, Word, Google Docs, PowerPoint, MS Outlook, Google Calendar, MS Project, Google Data Studio.**
* **MS PowerBi & PowerQuery.**

**ACADEMIC DETAILS**

* **B. Com (Pass)** from Delhi University in 2011.

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|  | **PERSONAL DETAILS** |
| **Date of Birth:** | 19th October 1986 |
| **Languages Known:** | English and Hindi |