

PRANAV SHARMA



Moradabad, India



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PROFESSIONAL SUMMARY

Result-oriented professional with 3 years of experience. Knowledge of project management and project execution. Aim to acquire an excellence in the field of Market Research by utilizing my knowledge and skills, which leads towards personal and organizational growth.

SKILLS

- Project Management
- Strategic planning
- Microsoft Excel
- Leadership experience
- Microsoft Power Point
- Microsoft Word

WORK HISTORY

Jan/2019 to Present

Project Manager

NS Matrix Services Pvt. Ltd. – New Delhi, India

- Checked SOX details of the project such as IR, LOI, targetable and non-targetable quotas, fieldwork deadline and questionnaire of the survey.
- Project Management from the soft launch by targeting the hard quotas first and monitor the KPI's such as IR, LOI, DOR, QF and Conversion rate of the project and take necessary actions accordingly.
- To target non-targetable quotas and Low IR studies: Setup Pre-screener's over decipher and Setup Smart-Screener to improve the field progress.
- Monitored the data collection process on sample management, field progress and quota control.
- Maintain open communication by presenting regular updates to client on field progress completion.
- Communicate regularly with vendors on project status and provide strategic guidance for successful project.
- Experience over Cint, Decipher, Dimensions, Fulcrum and other DIYs.
- Prepared the final matrix after completion of the project over Excel using Vlookup, Pivot table etc.
- Provide training to the new trainees.
- Maintain timesheet on daily basis.

EDUCATION

2017-2019

Master of Computer Applications

Teerthanker Mahaveer University – Moradabad

2014-2017

Bachelor of Computer Applications

Teerthanker Mahaveer University – Moradabad