**Moin Khan**

Selling Simplified India Pvt. Ltd

Specialist Data Analyst

**Contact No:** +91-9873203901, 8882611936

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# Objective:

A proactive and fast learning individual having more than 4 years of experience seeking an opportunity to work as a dynamic data analyst utilizing analytical & methodical skills and relevant expertise to help the company achieve business goals while sticking to vision, mission and values.

# Professional Experience:

**Selling Simplified India Pvt Ltd, Noida (Feb 2019- Nov 2019)**

**Designation: Specialist Data Analyst**

**Business Activities:**

* Expertise in Secondary Research skills like executive search, data extraction, etc. using LinkedIn, Hoovers, Zoom info, Bloomberg, advance Google Search for secondary research. Data Collection, Cleansing, Enrichment, Database Management & Exploratory Data Analysis.
* Getting interviews done – CATI and CAWI for various industry specific projects in IT, Finance, Consumer Behavior verticals across USA, EMEA, UK and APAC regions with C- level executives.
* Conducting Quantitative and Qualitative studies. Planning for projects by developing an understanding of project objective through secondary research (white papers, reports).
* Lead Generation with the end goal of creating a quality database of target audience on project to project basis for achieving high incidence on Primary Research.
* Hands on experience in designing and developing POWER BI reports & dashboards.
* Leading a team of 5 - 10 members as project lead, planning the structure of the project and maintaining the update/status of the project for the final delivery.

# Singh & Associates, Gurgaon (Aug 2018 – Feb 2019)

# Designation: Senior Executive – Data Research

**Business Activities:**

* In-depth knowledge of B2B research tools and databases like Hoovers, Zoom Info, Factiva and Inside View.
* Knowledge of tools like email matcher, Lusha.com and quick email verification.
* Working Knowledge of email marketing tools like Vertical response and Salesforce.
* Handling the in-house CRM and managing the millions of contacts records for business development activity.
* Good working knowledge of excel functions like VLOOK UP, HLOOK UP, Pivot Table and MS word.
* Good communication skills, interpersonal skills, self-motivated, quick learner, and team player.
* Responsible for collecting market data through secondary sources and evaluating information from diverse market sources such as Bloomberg, Hoovers and Factiva. Analyzing data thus collected for writing reports including actionable insights and prevalent competitive strategies along with benchmarking companies and locations.
* Participate in brainstorming sessions to improve Knowledge, Production Tool, research process, client satisfaction, quality effectiveness.

**ELI Research India Pvt Ltd**, **Faridabad (Sept 2017 - Aug 2018)**

**Designation: Senior Executive – Quality Assurance**

**Business Activities:**

* Data Management – Quality assurance and management, associated with market research reports.
* Formatting and Number check of Market research reports.
* Ensuring all the spell checks and grammar in reports.
* Company profiling and uploading reports on company’s website portal.
* Sound working knowledge of Microsoft excel and word.

**N & N Chopra Consultants Pvt Ltd., Delhi (Feb 2015 - Sept 2017)**

**Designation: Research Executive**

**Business Activities:**

* Assisting the students on correct university selection according to their profile.
* Evaluating academic qualification, characteristics, skills and interests of students to guide them about the programs offered by US universities.
* Involved in research and shortlisting of the universities.
* Good understanding of US geography, programs, entry requirements and visa requirements.
* To research about the admission related document like SOP, LOR and WES evaluation.
* Responsible for making proper coordination with the application team for all visa regulations and updates.
* Fulfil administrative requirements including Application Requirements, Visa Requirements and overall Admissions Preparation.
* Publishing of 'The Chopras' weekly newsletter involving all study abroad information.
* Participated in 'Global Education Interact' (GEI) event in several occasions.

**Skills:** Primary research and secondary research.

**Tools and Languages**- Advanced Excel, Power BI desktop.

**Databases** – Hoovers, Zoom info, Inside view and Sales Navigator.

# Academic Details:

* Bachelor of Technology (Chemical) from Uttar Pradesh Technical University in 2014. Secured 63.2%.
* 12th Completed Senior Secondary Examination from C.B.S.E. Board in 2009 with 61% in PCM.
* 10th Completed Secondary Examination from C.B.S.E Board in 2007 with 68.6%.

**Strength:**

* Easily adaptable to any kind of Environment
* dedicated towards work, sincere, punctual
* good leadership and organizing skills
* verbal and written communication skills

**Personal Details:**

* Date of Birth: 24th Sept 1990
* Permanent Address: RZ – 2047/27 First Floor Tughlakabad extension, New Delhi 110019
* Marital Status: Single

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