**Sumit Jain** Email – sumit.30.jain@gmail.com

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**Professional Summary**

Experienced with 7+ years which includes working style/approach in different industries (Telecom, Ecommerce, Intellectual Property) During this period majorly developed skill set on Data Analysis, Data management, Insight generation, Product lifecycle management, Client interaction and resolution to the product issues, Client interaction call Audits, KPI management, Process improvement, Process Documentation (BRD, FRD, PRD), Flowcharts, Mockup screens (Balsamiq), Tableau.

**Work Experience**

**CPA Global – Senior Data Admin Assistant Jun’19 till Present**

**Duties**

* Comfortable in handling large datasets and identifying, developing and executing data analysis to help business team to follow the leads in proficient manner.
* Analyse/define work flow and impacted parameters within a group environment to build and communicate efficient and effective working strategies.
* Creating User Stories and Business Cases.
* Deep dive into different data sets and present written recommendations or insights to key stakeholders.
* Data verification, quality check analysis and backlog management are some of the major duties.
* Weekly & Monthly analysis of the cases processed on daily basis to achieve the minimal backlog in the system.
* Weekly, monthly, and quarterly reports that will be presented in business reviews
* Responsible to create insightful dashboards and impactful presentations.

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| **Active Skill Set** | **Achievements** |
| * Microsoft Applications (Advanced Excel / Word / Power-Point / Outlook) | * Shining Star Award (Jan to Mar’2020) |
| * Data Analysis | **LinkedIn Certification** |
| * Process Improvement / Insights Generation * Flow Diagrams / Work Flows (draw.io) | * Business Analysis Foundation * Agile Requirements Foundation |
| * Parameter creation and verification | * Business Benefits Realization * Tableau * Power BI |
| * Mock-up front end screens (using Balsamiq) * SQL Server |  |

**IndiaMART Intermesh Limited – ASSISTANT Manager, Product Marketing Sep’17 till May’19**

**Duties**

* Perform market research to identify the market needs for the product.
* Communicate and collaborate with cross-functional teams to understand and articulate the customer requirement and market requirements into a logically sequenced and optimized product roadmap.
* Analysis of the Product Performance, demonstrate strong analytical and quantitative skills, diligence with the ability to use data and product metrics to back up assumptions, recommendations, and drive actions

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| **Gained Skill Set** | **Projects** |
| * Microsoft Excel / Word / Power-Point / Outlook | * Product Development |
| * Data Analysis / Process Analysis / Impact Analysis | * Product Launch |
| * Market Research | * Customer Engagement / Activation |
| * Process Management | * Churn Reduction |
| * Flow Diagrams / Work Flows | * Client's Performance Screen |
| * Mock-up Screens (via Balsamiq) | * Auto Dialler |
| * BRD - Business Requirement Document |  |
| * PCN - Process Concept Note |  |
| * JIRA | **Achievements** |
| * Parameter Audit | * Emerging Star – 1 Time |
| * SQL Server | * Best Performer – 3 Times |

**ERICSSON INDIA PVT. LTD – ASSISTANT ENGINEER Mar’14 till Sep’17**

**Duties**

* Data analysis, RCA, Parameter enhancement, generate health reports., routine monitoring, Data Collection, Report generation using excel and SQL, Macros.
* Drive critical & commercial activities like SIGNOFF's, this includes strategy planning and action points to achieve the reward bucket.

**Academic Details**

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| **Examination** | **Discipline/Specialization** | **School/college** | **Board/ University** | **Year of Passing** | **Percentage %** |
| PGDM | International Business | Symbiosis center for distance learning | SCDL | 2020 | 60% |
| B.Tech | Electronics and Communication | KCC College of Institute of Technology & Management | G.B.T.U | 2013 | 63% |
| Intermediate | Science Stream (with Mathematics) | A.E.S Sr. Sec. School | C.B.S.E. | 2009 | 58% |
| High School | High School | Vanasthali Public School | C.B.S.E. | 2007 | 73% |