Dear Sir / Madam,

I am qualified person with all computer skills that’s able me to the Job

I am having hard working, punctual, go-gather, team spirit, good listener and learner.

That’s why am sure, I will be a suitable person for this Job

My C.V. is attached for your concern.

Thanking you.

**Personal Profile**

**RUCHI RAJPUT**

H.No. 208, Gali No. 7,

Dhanmil Road, Chhattarpur Hills,

New Delhi - 110074

**Mobile : 9654268332**

**Email : rajputshivgauri@yahoo.in**

**CARREER OBJECTIVE**

To Seek a Responsible and Challenging Position in the Organization Where My Knowledge and Experience Can be Share and enriched

**WORK EXPERIENCE**

* 1 year experience in De-bunk Media as a political researcher

**MARKET RESEARCH ANALYST**  OCT 2015 - Present (IDC India)

Responsible for collecting market data and evaluating information from diverse market sources. Analyzing qualitative & quantitative information to support and review new and existing marketing

**Duties**:

* Creating and produce market research reports on specific products and markets.
* Making recommendations to senior managers based upon research findings.
* Having to deal with press, trade and customer enquiries.
* Defining target markets and opportunities within them.
* Processing and analysing raw data into reports for senior managers.
* Work with external data suppliers regarding data accuracy and integrity.
* Responsible for the development of client reports on current trends.
* Making sure that methods of data collection are effectively and accurate.
* Designing effective questionnaires based on activity objectives and market knowledge.

**KEY SKILLS AND COMPETENCIES**

* Can coordinating qualitative research studies like one-on-one or focus groups.
* Confident telephone manner and face to face skills when doing research.
* Comprehensive knowledge of Word, Excel, and PowerPoint.
* Ability to work well with numbers and analyze complex data.
* Following 'best practice' in research design and documentation.
* Knowledge of consumer behaviour and why they buy certain brands.
* In-depth knowledge of market research tools and databases.
* Ability to work in a structured and organised manner.
* Experience of quantitative and qualitative research.
* Confidently communicate market research insights to influence business decisions.

**AREAS OF EXPERTISE**

* Market research
* Data analysis
* Consumer trends
* B2B
* Competitive Intelligence
* B2C
* Report writing
* Field surveys
* Competitor analysis

**PERSONAL SKILLS**

* Strong analytical thinker
* Communication skills
* Goals orientated

**ACADEMIC QUALIFICATION**

* P.G. diploma in MASS. COMM in Hindi from Bhartiya Vidya Bhawan, K.G. Marg, New Delhi.
* B.A. Programme with English, Hindi, History, Political Science from Delhi University.
* 10+2 passed from Govt. Girls Sr. Secondary School with CBSE Board
* 10th passed from Govt. Girls Sr. Secondary School with CBSE Board

**COMPUTER SKILLS**

* Basic Knowledge of Computer & DTP
* MS-Word
* MS-Excel
* MS-PowerPoint
* Internet
* DTP (Desk Top Publishing)
* PageMaker
* CorelDraw
* Photoshop

**WORK EXPERIENCE**

* 1 year experience in De-bunk Media as a political researcher

Presently Working With IDC as a Data Analyst

**PERSONAL DETAILS**

**Father’s Name :** Sh. Ratan Singhs

**Date of Birth :** 05/07/1991

**Marriage Status :** Unmarried

**Religion :** Hindu

**Language Known :** Hindi, English & Rajasthani

**DECLARATION**

I hereby declared that the above-mentioned information is correct up to my knowledge.

**Date:-**

**Place:- New delhi**

**(Ruchi Rajput)**