

Data Entry with 10 Years of Experience

Professional Synopsis:

Professional over 10 years of extensive experience in Primary & Secondary Research, Data Analysis & Interpretations, Quality Assurance, Project Management, Process Mapping, Talent Mapping, Leadership Hiring, Primary & Secondary Mapping, Business Research, Business Development & Team Management.

Skills Set:

Data Collection, Multi-Tasking, Accuracy, Problem Solving, Qualitative Research, Data Entry, Quantitative Research, Data Integration, Data Integrity, Data Management, Detail Orientation, Evaluation, Fact Checking, Field Research, Focus Groups, Research Support, Research Design, Project Design, Accuracy, Analyzing Data

Competencies:

Fast learner, adapt well to changes and pressures in the workplace
Ambitious and committed to excellence.
Committed to deadlines and schedules.
Good presentation skills.
Resilient & hard working.

Experience:

Designation: Manager-Research & Client Solutions
Preview of Company: Francorp a div of Franchise India Holdings Limited is Asia's largest integrated franchise solution company since 1999, and an absolute authority on franchising and licensing Knowledge, Opportunity, Network and Success are FIHL's key ingredients.

Job Profile:

Primary research by conducting interviews with "CXO-level" Executives, Vice Presidents, Head of Departments across industry verticals.
Create, develop and manage content for organization's web presence, events, conferences and all marketing communications.



Write and edit news articles, stories for media publications (Lexwitness Magazine).
Gather information through global databases such as Factiva, OneSource and Reuters.
Build and maintain knowledge repository of marketing collaterals, newsletters, company profiles and other research documents. Pre-sales support to sales and marketing team.
Work on various areas of business research which includes across industry, across sectors, across verticals spread across multiple service lines and communicating research results through structured end products (spreadsheets, presentations and reports)
Training and participating with senior leadership to understand and interpret requirements to deliver products and services ensuring client satisfaction.
Excellent in preparing PowerPoint presentation, by including research methodologies and assisting team through visual deliverables.
Through training modules, setting strategically approaches towards meeting team goals.
Supervising a team of 8 research divisions in assisting them in targeting new business sectors.

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Preview of Company: GLG's mission is to transform the way top professionals share expertise and learn. We curate custom learning experiences with professionals and thought leaders around the world. GLG organizes conversations, small group meetings, mentorships, surveys, and other interactions with a membership of more than 375,000 experts and thought leaders.

Job Profile :

Turn-Around Management: Leads generation and recruiting on tactical and strategic projects. Recruit for new team members in my team along with providing training, guidance & following up on their queries.

Leading multiple projects and managing a team of research analysts involved in providing primary and secondary research to provide external research and analysis solutions.

Actively involved in research responsibilities, supporting ad hoc research and knowledge development projects of the company.

Working closely with clients during the entire lifecycle of the project – Kickoff to closure.

Project Management and Execution: subject matter experts for project specific expertise and liaison with counterparts in Asia & EMEA.

Ownership of client-facing research colleagues' tactical projects whether it involves recruiting directly on projects, or working with the teams in Asia & EMEA to ensure they have all the information necessary to identify the right populations for a leads request.

Setting up projects, research questions, surveys, identify & communicate with industries and or Conduct audits & calibration sessions for the team and reviewing individual & group production and noticing the error trends.



Analyze and interpret data and information using appropriate analytical methodologies such as charts & graphs and communicate research results and work related strategies with U.S counterparts through creation of reports and presentations.

Addressing the talent acquisition requirements for Leadership positions for industries like FMCG, FMCD, Manufacturing, auto - ancillary Healthcare, E-commerce and education.

Requirement analysis, sourcing (through Referencing, Internal database, External portals, social networking sites and mapping). Building relationship with External and Internal stakeholders (Clients and candidates).

Screening and validating candidates through preliminary discussion, coordinating with clients & candidates, negotiating compensation. Coordinating with Clients' Talent Acquisition and Business team for understanding & analyzing the requirements of the position for efficient client delivery.

Preparation of Job Description, conducting face to face and telephonic interviews, Detailed Candidate Reports including resumes, assessment report and reference report.

Search strategy development: Entailing search on the basis of time-line, geographical location, target companies and hence formulation of detailed recruitment strategy for a given recruitment project / target. Handling Employee engagement activities

Achievements:

Joined GLG as Research Associate & promoted to 'Executive' in 2010. Promoted to Senior Research in 2012.

Designation: Research Associate & Process Trainer

Preview of Company: Quest Venture Coordinator, a Global Consulting & Research Firm operates in areas of Market Research for U.S and U.K Based Industries; extending assistance to companies planning for an expansion in the International market through information and policies related to every business.

Job Profile:

Built executive and company profiles & conducted industry and company research. Quality check of associate's work of data analysis & interpretations from annual report/SEC filings/stock exchange/company website/telephonic interviews.

Conducts audit & calibration sessions for the team & process audit and calibration with US counterpart. Assigning team monthly targets, production & quality planning and analysis.

Analyzing & sending daily, weekly and monthly team's performance to the client. Ensuring client satisfaction by achieving delivery & service quality norms. Worked on the databases like Bloomberg, Dealogic, Onesource, Hoovers, Reuters, Amadeus, CPAT, Thomson, DataStream, Factiva and Global Insight etc. Coached ~15-20 analysts on the secondary research requests.



Achievements:

Employee of the Month & awarded for Works Ethics for maintaining the work quality & production targets.

Professional Qualification :

Bachelor of Business Economics .

Post Graduate Diploma in HRM

Additional Qualifications

Done certification in Financial Modeling. Knowledge of SPSS

General Intellectual Property Rights-WIPO, Geneva.

Computer Proficiency

Operating System : Win 98, 2000, XP, expert in MS Excel 2003, 2007 & 2010.

Package : MS-Office, Photoshop