Divya Sharma

Data Analyst

Organized and hard-working employee looking to join reputed organization as a data analyst to expand my learnings, knowledge, and skills.Looking to take advantage of my four years of experience with extensive client collaboration, requirement identification & product recommendation to accomplish clients' goals.

✉ divyasha1609@gmail.com　　　　　📱 8467020421

📍 Mahavir Enclave, India　　　　　in linkedin.com/in/divya-sharma-00051375

WORK EXPERIENCE

Senior Associate
Corporate Investigations India Private Limited

08/2019 - 05/2020　　　　　　　*New Delhi*

Achievements/Tasks

- On daily basis, sending tracker to client as per their requirement which involves data analysis-data collection,descriptive analysis,data cleaning,evaluation. All done using company's portal and excel.
- Collecting data on errors and providing regular feedback to operations team to reduce the error rate.
- Quality analysis of final reports send to clients. Error analysis of final reports.
- Giving valuable inputs to enhance the quality and productivity.
- Interacting with clients through calls and mails regarding their requirements. Resolving client's queries.
- I have also led client's team and performed well with responsibility, completing my daily targets.

Associate
Authbridge Research Services Private Limited

06/2016 - 05/2019　　　　　　　*Gurgaon*

Achievements/Tasks

- Quality analysis of final reports sent to clients and entered cases at the entry level.
- Provided feedback to teams to reduce the error rate.
- To authenticate the existence of companies either locally or overseas. To authenticate whether the company is fake or genuine. Have to get the details of the concerned person who will do the verification (Details: Name, designation, Mode of verification-Verbal or mail).
- I have also led the research team and performed well with responsibility, completing my daily targets.

EDUCATION

Bachelor of Technology
RajKumar Goel Institute of Technology

07/2012 - 06/2016　　　　　　　*Ghaziabad*

ISC and ICSE
Little Flower School

04/2008 - 03/2011　　　　　　　*Gorakhpur*

SKILLS

Python | Numpy | Pandas | Microsoft PowerBI

SQL | MS Excel | Report Writing-BGV Process

Quality Analysis-BGV Process | Computer competencies

Excellent people skills | Client Service

PERSONAL PROJECTS

Loan Prediction Analysis using Python Data Analysis and Visualization

- Classification problem from banking sector. Predict if a loan will get approved or not.

Bigmart Sales Prediction Analysis using Python Data Analysis and Visualization

- Retails is another industry which uses analytics to optimize business processes. Predict the sales of the store.

ACHIEVEMENTS

Extramiler award
This award is given to those who achieve their daily target with quality.

Key contributor
This is a rank given to those who fulfill certain criterias- punctuality, availability, quality, productivity.

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

INTERESTS

Singing