

# Ruchi Singh

C-2/16 A Keshav Puram, New Delhi

Mobile: +91-9899004862

Email: ruchi06101994@gmail.com

## SUMMARY:

- Having 1+ Years of experience in the field of Consumer Electronics
- Responsible for the analysis and requirements gathering. Prepared plans & designs for the development of business systems including estimate of time & resources, tracked and communicated status of ongoing projects to the managers
- Equally comfortable in large corporate environments as well as small development teams, with excellent interpersonal skills, effectively communicating with both technical & business communities
- Excellent communication skills, both written & oral and a strong work ethic. Self-starter capable of working independently with minimal supervision
- Dexterous in MS Excel and PowerPoint for over 5 years

**Leadership Style:** Deliver value through collaborative management and core team building.

**Objective:** Seeking an **Analyst** position in a global consulting firm or in financial institution or related vertical.

## EDUCATION:

- Masters of Business Administration in Financial Markets (2 Years Post Graduate Degree):  
2018-2020  
University School of Management Studies, GGSIPU, Delhi, India  
CGPA: 8.62
- Bachelor of Technology in Instrumentation Engineering (4 Years Graduate Degree):  
2013-2017  
Bhaskaracharya College of Applied Sciences, Delhi University, Delhi, India  
Percentage: 75.77% (First div. With Distinction)
- Higher Secondary School Certificate (12th Grade): 2012-2013  
Montfort Sr. Sec. School, Central Board of Secondary Education, Delhi, India  
Percentage: 86.8% (First div. With Distinction)
- Secondary School Certificate (10th Grade): 2010-2011  
Montfort Sr. Sec. School, Central Board of Secondary Education, Delhi, India  
Percentage: 89.3% (First div. With Distinction)

**Technical Skills:** MS (Word, Excel, PowerPoint, Outlook), SQL, Python, C, C++, HTML

**Certifications:** NCFM Level-4 (NSE), Python

## **WORK EXPERIENCE:**

**Vivo Mobile India Pvt Ltd [ A group company of BBK Electronics-China], Gurugram, Haryana**

**Management Trainee**

**June 2017-June 2018**

- Market Research and Analysis, both primary and secondary, to device changes and increase consumer turnover.
- Requirement Gathering & Initial Analysis of Product requirements.
- Collected and analyzed data of customers, competitors and potential markets.
- Suggested Alternative Solutions & recommended new approaches.
- Reviewed “As-Is” process with operations team, and analyzed processes for improvement and efficiency.
- Managed end to end process implementation.
- Optimized data collection procedures, weekly data analysis and generated reports on a weekly and monthly basis.
- Designed, created and authored Functional specification documents for internal groups.
- Responsible for continuous process improvement and for identifying and maintaining a clear and measurable Development Process.
- Collection of app data from the backend, testing and recommendation for the App store.
- Designing the layout for creatives and content writing for banners.
- Conducted frequent market researches and surveys on customer satisfaction, V-App store layout and competitor App stores.
- Managed the planning and development of activities, schedules and creatives for App store.
- Managed a team of 2 designers and helped them with banner designs and schedules.

## **INTERNSHIP:**

- Training at **Sharekhan Pvt Ltd** as ‘Management Trainee’ [ June 2019 -July 2019 ]
- Training at Tech Explica in **Python** [ June 2019 - July 2019 ]
- Training at Yung Energy Efficiency & Control (House Automation) in KNX Automation [ June 2016 ]

## PROJECTS:

### Research and Analysis

- **IPOs in the last 2 years** [ April 2020 - June 2020]

(Gathering information about all successful IPOs listed in the years 2018 and 2019. Analysis of these IPOs on the basis of subscription, pricing, short term and long-term performance)

- **Intraday Trading in Stock Market** [ Sep 2019 - Dec 2019]

(Learned basics of intraday trading, strategies involved, analysis of stocks, and reading and comprehending charts)

- **Automatic Car speed control using RFID** for preventing accidents due to over speeding of cars and to limit speed in speed limit zone areas [ Feb 2017 - May 2017]

(Designed a prototype of a car using RFID to control its speed automatically. A RFID transmitter transmitted a radio frequency signal to limit the speed of the car, received by the car with a RFID receiver attached to it in the front, decoded it and set the upper limit of the potentiometer (used for acceleration) to the limit transmitted by RFID transmitter.

[Accepted by department of **Instrumentation, BCAS, Delhi, India**]

## ACCOLADES:

- Nominated and functioned as 'Core Member' of Management society (Synergy, USMS, GGSIPU), 2019.
  - Participated in the Case Study Competition at Bizbuzz (Management Fest, USMS, GGSIPU), 2019.
  - Participated in FlashMob, Anugoonj, GGSIPU (inscribed in India Book of Records), 2019.
  - Worked as a Core Member at Annual Cultural Fest (Anugoonj, GGSIPU), 2019.
  - Worked as a Core Member at Winspire (Management Fest, USMS, GGSIPU), 2018.
  - Worked as a Volunteer at Annual Sports Day and VIEWFINDER (Photography Competition) at Annual Inter-College Cultural Fest (BCAS, DU), 2016.
  - Gold medalist in 100m, Long Jump, 4\*200 Relay in Annual Sports Meet (BCAS, DU), in 2016 and 2017.
  - Nominated and Served as the Captain of Cricket and Badminton Teams in Annual Sports Meet (BCAS, DU) in 2016 and 2017.
-