

RESUME

Laxmi Soni

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Objective Statement or Professional Summary: "I am an experienced research analyst proficient in analysing complex data and creating clear reports. Skilled in various research methods, I excel at extracting insights and collaborating with teams to make informed decisions. My goal is to leverage my expertise to support **in making better plans and choices.**"

Education

- **12th Grade (Senior Secondary)**
Central Board of Secondary Education (CBSE)
Year of Completion: 2021
- **10th Grade (Secondary)**
Central Board of Secondary Education (CBSE)
Year of Completion: 2019

Work Experience

Research Analyst

Niblets Foods Private Limited

[9th oct 2023] - Present

Research Associate

[Research Institution or Medical Device Company]

[9th oct 2023] - [End Date]

Junior Trainer

Leeway International

[28th Aug 2022] - [11th Sep 2022]

Data Management Executive

Bajaj Auto Finance

[17th sep 2021] - [15th Aug2022]

Role & responsibility

Research Analyst Niblets Foods Private Limited

9th Oct 2023 - Present

- **Conduct research on medical industry trends and consumer preferences.**
- **Analyze data for product innovation and enhancement opportunities.**

- **Collaborate with cross-functional teams to develop and improve products.**

Research Associate [Research Institution or Medical Device Company]

9th Oct 2023 - [End Date]

- **Design and execute experiments to validate research findings.**
- **Utilize statistical tools to analyse data.**
- **Prepare comprehensive reports and presentations for stakeholders.**

Skills

- **Research and Analysis:** Proficient in conducting thorough market research, analyzing data sets using statistical methods, and interpreting findings to inform strategic decision-making processes.
- **Project Management:** Skilled in effectively coordinating projects from initiation to completion, ensuring alignment with objectives, budget, and timeline. Proven ability to collaborate with cross-functional teams and stakeholders to achieve project goals.
- **Training and Development:** Experienced in designing and delivering training sessions tailored to meet organizational needs, fostering skill development and professional growth among team members. Capable of providing mentorship and guidance to junior staff to enhance their performance.
- **Data Management:** Competent in organizing, maintaining, and securing data assets using various software tools and systems. Proficient in data collection, storage, retrieval, and analysis, adhering to best practices and regulatory requirements.
- **Communication:** Strong verbal and written communication skills, demonstrated through clear and concise presentation of findings, preparation of comprehensive reports, and effective collaboration with colleagues and stakeholders.
- **Problem Solving:** Capable of identifying complex issues, conducting root cause analysis, and implementing practical solutions to address challenges and achieve desired outcomes. Skilled at evaluating alternatives and making informed decisions.
- **Adaptability:** Ability to quickly adapt to changing environments, learn new concepts and technologies, and effectively manage multiple tasks and priorities. Flexible approach to problem-solving and decision-making in dynamic work settings.

Additional Sections (Optional)

"I have experience processing Aadhar and PAN card applications while adhering to rules. I manage document workflows, ensuring accuracy and privacy. Proficient in completing government forms, I ensure accuracy and follow regulations. Skilled in data entry, I maintain accuracy and utilize software for efficiency. I provide excellent customer service to applicants, addressing inquiries and concerns. Knowledgeable about regulatory requirements, I ensure compliance and confidentiality in document processing.