

# VIGNESH.S

## Market Research Analyst

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### Object

To serve the organization with constant spirit motivation while also taking up interesting and innovative tasks that places my career in the path of growth in the organization

### Contact

Email: vickyselva992@gmail.com  
Phone (+91-8807416930)  
Coimbatore City, India

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### Education

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V.L.B Janakiammal  
College of Arts & Science  
B.com(Computer  
Application)  
2011-2014  
(50%)

Rathinam College of Arts  
& Science  
MBA (Operations)  
2015-2017  
(70%)

### Technical Skills

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M.s Excel

Google Sheets

Tally Prime

### SoftSkills

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Problem-Solving

Critical Thinking

Communication

Time Management

### Experience

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**ThinkcoAgent** Working as a Market Research Analyst from (Jun 24 to Till Date)

#### Roles & Responsibilities

- verification and validation of the lead data following current process.
- Research online to ensure every data record is valid and qualified.
- Quality Assurance in Data Management: Conduct thorough quality checks to ensure the accuracy, completeness, and reliability of leads/data.
- Data Validation: Implement robust validation techniques to identify and correct discrepancies in data entries.
- Process Optimization: Develop and refine workflows to enhance efficiency and maintain high-quality standards in data processing.
- Attention to Detail: Apply meticulous attention to detail to minimize errors and maintain data integrity.
- Compliance and Standards: Ensure all leads/data adhere to organizational and regulatory compliance standards.
- Reporting and Documentation: Generate comprehensive reports to document quality assurance findings and facilitate continuous improvement.
- Collaboration: Work closely with cross-functional teams to align data quality initiatives with business objectives.
- Problem-Solving Skills: Identify root causes of data inconsistencies and implement corrective actions promptly
- And work closely and in a cross functional capacity with key departments including planning, process management fulfillment and support manager.

## **Strength**

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Fast Learner

Self-Motivated

Punctuality

Ability to Learn from  
Mistakes

## **Personal Details**

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Date of birth: 22/11/1993

Sex: Male

Nationality: Indian

Hobbies: Fitness cricket

Language known: Kannada, Tamil,  
English

**P.S.Associates** Work has a Accounts Assistant from (Mar 2018 to Nov2023)

Roles & Responsibilities

- Worked in Tally Prime.
- Recording financial transactions in accounting software or ledgers
- Maintaining accurate and up-to-date financial records
- Processing invoices, payments, and receipts.
- Tracking outstanding payments and following up on overdue accounts
- Reconciling bank statements and financial records
- Resolving discrepancies in financial documentation.
- Managing filing systems for invoices, receipts, and financial documents and interacting with vendors, clients, and team members.

### **Declaration**

I do hereby declare that above stated information is true to the best of my knowledge

Place: Coimbatore

Date

(S.VIGNESH)