



# Anuparna Mukherjee

Analyst

## Contact

**Address**

Delhi, 110092

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## Skills

Data analysis  
Excellent

Data collection and organization  
Excellent

Documentation expertise  
Excellent

Teamwork and Collaboration  
Excellent

Information gathering  
Excellent

Meticulous and analytical Researcher with 10 years of educational and hands-on experience in Research, Analysis & Writing. Adaptive team player with in-depth knowledge of data collection, confidential document control and problem-solving. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## Work History

2020-12 -  
Current

### Analyst

*Quality Council of India, Delhi*

- Discovered root causes of problems and identified appropriate solutions.
- Analyzed unstructured information to derive key insights.
- Managed over 50 client calls per day.
- Recommended process improvements to continually identify, analyze and fix constraints and challenges.
- Performed quality assurance to meet appropriate standards and facilitate improvement of processes.
- Researched and adopted new technologies to add value to existing offerings.
- Performed audits of subsidiaries to protect shareholders and potential investors from fraudulent or unrepresentative financial claims.
- Cultivated relationships with industry leaders and within company to share tips and information.

2019-12 -  
2020-11

### Writer

*Mpahse Technologies, Kolkata*

- Proofread copy written by colleagues to correct spelling, punctuation and grammar.
- Handled team of over 10 professionals per day.
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Consulted with customers to understand project requirements and purpose.
- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic

Report generation

Excellent

Microsoft Excel proficiency

Excellent

Research

Excellent

Proofreading

Very Good

Content Development

Excellent

Project Management

Excellent

Unique content creation

Excellent

Editing and review

Very Good

Bengali Speaking, Reading & Writing

Excellent

English Speaking, Reading & Writing

Excellent

Hindi Speaking, Reading & Writing

Very Good

## Languages

Bengali- Mother Tongue, native language. Fluent in reading, writing and speaking.

Excellent

English- Fluent in speaking,

2017-08 -  
2019-11

- approach.
- Brainstormed ideas to create useful content for clients.
  - Organized material to research and complete writing tasks.
  - Followed company policies and editorial guidelines to craft thorough, well-written content.
  - Translated technical terminology and jargon into plain, clear language.

### Freelance Content Writer

*Self Employed Services, Kolkata*

- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Repurposed and optimized existing content for use in different mediums.
- Edited and proofread over 100 content to confirm proper grammar, quality and consistency with AP style.
- Customized brand message to reach and capture target audience interest and drive engagement.
- Completed accurate and polished formatting in line with publishing standards prior to submission.
- Managed competing deadlines with efficiency.
- Consulted with editors to shape story and eliminate any errors.
- Conducted extensive internet research to provide facts and statistics for articles and blogs.

2015-08 -  
2017-08

### Researcher

*Presidency University & Gurusaday Dutta Museum, Kolkata*

- Streamlined research processes to meet tight deadlines for multiple projects.
- Collaborated with leadership team to identify relevant questions and determine best methods of collection.
- Gathered and organized information for research purposes.
- Analyzed and interpreted patterns and trends.
- Performed research into 10+ study topics to increase knowledge and to provide valuable contributions.

reading and writing with  
high proficiency.

Excellent

Hindi-Fluent in reading,  
writing and speaking,  
studied as third language,  
until VIII

Excellent

- Wrote research papers, reports and summaries regarding Bengal Scroll Painting & Evolution of painting from Pre Historic to Ancient times.

## Education

2015-08 - 2017-08	<b>Master of Arts: History</b> <i>Presidency University - Kolkata</i> GPA: 7.10 <ul style="list-style-type: none"><li>• Professional development completed in History</li><li>• Participated in two-day fieldwork on archaeology at Bishnupur under supervision of Dr. Rupendra Kumar Chattopadhyay</li><li>• Archival experience at Presidency University while working on the Departments Seminar Library and the Presidency Museum during the 200 years celebration of the University</li><li>• Taught at a nearby municipal school in Kolkata, as a part of the 'Giving Back to Society' initiative of the Post Graduate Batch 2015-2017 on completion of 200 years of Presidency University. 2016-2017</li><li>• Participated at the World Humanitarian Summit, Rio+23 Program WHS and acquired Grade B with a Certificate of Excellence.</li></ul>
2012-07 - 2015-08	<b>Bachelor of Arts: History</b> <i>Presidency University - Kolkata</i> GPA: 6.98 <ul style="list-style-type: none"><li>• Professional development completed in History</li></ul>
2011-04 - 2012-05	<b>High School Diploma</b> <i>Carmel Convent School - Durgapur</i> <ul style="list-style-type: none"><li>• Completed professional development in Humanities.</li></ul>
2009-04 - 2010-05	<b>High School Diploma</b> <i>Carmel School - Durgapur</i> <ul style="list-style-type: none"><li>• Professional development completed in Secondary Education.</li></ul>

## Accomplishments

- Supervised team of 6 staff members.
- Achieved highest results in the team by completing given task with accuracy and efficiency.
- Resolved product issue through consumer testing.

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## Painting, Reading, Travelling

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- Completed up to year fifth, first class in Painting Examination, Senior Diploma, affiliated by Rabindra Bharati University, (Jr. Dpl. INST. & Vcl) Calcutta. Recognized by Govt. of Assam and Indira Kala Sangeet Vishwavidyalay Khairagarh M.P. organized by Bangiya Sangeet Parishad, registered under West Bengal Societies Registration Act XXVI of 1961.
- Completed up to year fourth, first class in Bharatnatyam Examination, Senior Diploma, affiliated by Rabindra Bharati University, (Jr. Dpl. INST. & Vcl) Calcutta. Recognized by Govt. of Assam and Indira Kala Sangeet Vishwavidyalay Khairagarh M.P. organized by Bangiya Sangeet Parishad, registered under West Bengal Societies Registration Act XXVI of 1961.
- Participated and acquired Third prize in the Second National Level Children's Arts competition 2007 held during August 2007.
- Several First position awards, medals and trophies in painting from various competitions held nationwide.
- Read over 100 books and still continuing
- Traveled almost all over the country