

# SANCHARI CHATTERJEE

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## SUMMARY

Rich and comprehensive experience in **Market Research, Inspection** and **Administration**. A proactive **team leader** with expertise. Have hands-on knowledge of working on few analytic projects using **R, Python** and **Tableau**.



## ANALYTIC PROJECTS

- Designed a **Linear Regression** model using **R** to understand the customer lifetime value for an insurance company with the help of coefficients from the model. Forecast the future using time series forecasting and build an **Arima Model**.
- Designed a **Logistic Regression** model using **R** to predict the churn in a telecom company.
- Designed a project in **Python** on credit card fraud detection.
- Designed few **Dashboards** in **Tableau** of some statistical analysis on Covid-19 India, Unemployment & Mental Illness etc. with the help of the dataset fetching from **Kaggle**.



## SKILLS & COMPETENCIES

- MS OFFICE including ADVANCE EXCEL
- SQL
- TABLEAU
- PYTHON
- R
- Data Analysis
- Data Visualization & Dashboarding
- Analytical Thinking & Research
- Able to operate under pressure
- Multi-Tasker



## EDUCATION

### MBA – HRM (Recognized by UGC) | ICFAI University

2019 - 6.10 (CGPA)

### Bachelor of Arts | University of Calcutta

2007 - 39.18%

### Higher Secondary | Garia Harimati Devi Uchcha Balika Vidhyalaya

2004 - 50.60%

### Secondary | Garia Harimati Devi Uchcha Balika Vidhyalaya

2002 - 67.25%



## EXPERIENCE

### Inspection Coordinator | Cotecna Inspection India Pvt. Ltd.

OCTOBER 2016 – PRESENT

- Working in a Govt. project with CSIR-CIMFR for Coal Sampling and handling the operation of Coal Subsidiaries and Plants.
- Compile the field data, analyze, validate the same and make a final report for submission.
- Coordinate with the client team and field staff.
- Attend all the queries and resolve it with due diligence.
- Team management and handling operational issues.
- Monitor stock levels of both stationery and safety items and identify purchase need.
- Evaluate offers from vendors and negotiate better price.

## Executive Assistant to COO | Keventer Projects Ltd.

JUNE 2015 – OCTOBER 2016

- Minute taking and distribution.
- Procure all travel requirements.
- Arrange all meetings, including room bookings, confirming participant attendance, equipment and setting up conference/video calls.
- Maintain and update all maintenance contracts and agency agreements.

## Back Office Executive | RV Group of Companies

APRIL 2013 – AUGUST 2014

- Provide secretarial support to GM - Audit & Accounts.
- Interpret administrative and operating policies and procedures and convey the same to other employees of the dept.
- Track attendance of the departmental employees and forward the same at the end of the month to HR department for payroll process.

## Senior Project Executive | Data Search (P) Ltd.

MARCH 2008 – MAY 2011

- Proven track record in completing different types of project in different methodology like **Focus Groups, Surveys, Interviews, Mystery Shopping, Central Location Tests** etc. and delivering results on time.
- Independently handled projects of **Pfizer, Hyundai, Cisco, Boeing, Coca-Cola, Samsung, Emami** etc. under the guidance of **IPSOS**.
- Design Questionnaires following the guidelines provided by the clientele.
- Analyze **TOPLINE** data in **ASCII** format developed in **SAS**.
- Brief the interviewers about the projects to ensure proper data collection.
- Coordinate with the agencies and follow up them for the status report.
- Scrutinize the questionnaires and back check the same to ensure the quality of research done by maintaining sample quota required across multiple locations.
- Translate the questionnaires from English to Bengali in **Unicode**.

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## ACHIEVEMENT

Slashed maximum backlog through implementation of central stock management system for optimal coordination between production, planning, logistics and finance.

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## CERTIFICATES

- Data Science & Advanced Tableau Certification Program, Ivy Professional School - 2020
- Diploma in Multimedia Technology, CMC Academy - 2011

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## LANGUAGES

- English | Hindi | Bengali

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## PERSONAL INFORMATION

- Date of Birth 26th July, 1985
- Gender Female
- Citizenship Indian