Ajit Jha

New Delhi, Delhi, India ✉ ajitjha3095@gmail.com ☐ +91 8750919321 in/ajit-jha-68242880 ☁ ajitjha3095.github.io/Ajit-jha-Portfolio.github.io/

SUMMARY

Highly skilled Data Research Analyst with expertise in Data Mining, Validation, Analysis, and Visualization. Proficient in tools like Power BI, Excel, SQL, Confluence, and JIRA. Experienced in ontology management and project execution. Strong knowledge of financial markets including equities, commodities, and cryptocurrencies. Proven ability to deliver data-driven insights to support decision-making and improve operational efficiency.

EXPERIENCE

Senior Data Research Analyst
Relx India Private Limited (Elsevier)   **July 2018 – Present, Gurugram,HR**

- Conducted comprehensive data analysis using primary and secondary research methods; ensured data accuracy and integrated validated insights into structured databases.
- Prepared detailed reports using Databricks and Power BI; utilized Jira and Confluence for documentation and task tracking.
- Validated institutional profiles by extracting affiliations from semi-structured data using Solr queries

Data Research Analyst
LiquidHub Analytics Private Limited   **December 2016 – June 2018, Gurugram, HR**

- Transformed unstructured data into structured formats, improving retrieval efficiency.
- Performed data auditing and quality checks to ensure accuracy

PROJECTS

AI (Artificial intelligence)

Relx India Private Limited (Elsevier)

- Metadata validation for AI : Conducted thorough evaluations of AI outputs to ensure accuracy and data integrity. Collaborated with the team to refine prompts and update AI code, contributing to continuous system improvement and performance enhancement.
- **Precision check through AI :** Performed detailed assessments of AI output accuracy, ensuring precision standards. Delivered actionable feedback to support prompt updates to prompts and code. Contributed to ongoing refinement and optimization of AI systems for enhanced functionality and reliability.

Content Expansion Grants

Relx India Private Limited (Elsevier)

- Led SciVal project delivering 582 profiles; managed metadata updates and hierarchy mapping

Government of Canada

Relx India Private Limited (Elsevier)

- Performed comprehensive research to define and establish the correct hierarchy for Government of Canada.
- Provided accurate and well-structured hierarchical data, fulfilling client requirements and ensuring successful project completion
- Analyzed and organized complex governmental data, resulting in a streamlined hierarchy structure that met compliance standards and exceeded project deadlines.
- Prepared and generated detailed reports, and shared them with the project owner to ensure alignment and transparency throughout the project.

French National Centre for Scientific Research (CNRS)

Relx India Private Limited (Elsevier)

- Performed comprehensive research to define and establish the correct hierarchy for CNRS.

- Corrected and transformed the CNRS data into a structured hierarchy profile within Scopus.

- Compiled and analyzed extensive data sets to enhance CNRS research output visibility on international platforms, and maintain as a correct hierarchy

EDUCATION

Bachelor of Business Administration (BBA)

Minor in Finance • Punjab Technical University • Distance Education • 2015

CERTIFICATIONS

Global Markets Sales and Trading Analyst Job Simulation

Forage • 2025

- Basic Data Analysis, Strong Communication Skills, Critical Thinking and Problem Solving

Data Analytics and Visualization Skills Learned

Forage • 2024

- Completed a simulation focused on advising a hypothetical social media client as a Data Analyst at Accenture * Cleaned, modeled and analyzed 7 datasets to uncover insights into content trends to inform strategic decisions * Prepared a PowerPoint deck and video presentation to communicate key insights for the client and internal stakeholders

SKILLS

- **Project Management & Collaboration:** JIRA, Confluence

- **Data Analysis & Visualization:** Microsoft Power BI, Microsoft Excel

- **Database Management & Querying:** SQL

- **Data Management:** Data Mining, Data Analytics, Data Collection, Data Clean-up

- **Data Transformation:** Unstructured to Structured Data

- **Office Productivity:** Microsoft Office Suite (Word, PowerPoint, Outlook)