

Professional Summary

- Results-driven operations professional with **3 year of experience in various Google projects**.
- **Proficient in Google sheets & MS Excel** with a keen eye for detail and a **commitment to delivering high-quality results**.
- **Strong team player with good communication skills**, fostering positive collaborations with cross-functional teams to achieve common operational goals and enhance overall efficiency.

Experience

GlobalLogic - GURUGRAM, HARYANA

Senior Analyst–October'22 – Present

- Review and improve documentation processes, **guaranteeing accuracy, completeness, and adherence to organizational standards**.
- Image quality checks to **identify defects and inconsistencies** in visuals.
- **Collaborate closely with cross-functional teams** to maintain and enhance standardized documentation protocols, ensuring seamless communication and information flow.
- **Prepare comprehensive reports summarizing documentation** findings and image quality assessments, highlighting key issues and potential areas for improvement.
- **Implement corrective actions based** on document reviews and image quality analysis, driving continuous improvement and maintaining consistent quality assurance standards.
- **Conduct regular quality audits and inspections, identifying root causes of discrepancies** and implementing preventive measures to uphold quality standards.
- **Provide training and guidance to team members**, ensuring a high level of competency in document review and image quality check processes.
- **Collaborate with stakeholders and clients, addressing concerns, resolving issues**, and ensuring that documentations and images meet or exceed their expectations and requirements.

Education

Bachelor of Arts | July 2016 | S.G.N.D Khalsa College (Delhi University)

Professional Skills

- Effective verbal and written communication.
- Collaboration in diverse teams.
- Creative problem-solving.
- Proficiency in Microsoft Office & Google Suit
- Time management and prioritization.
- Adaptability to new technologies and methodologies.
- Customer service and relationship management.
- Professionalism and accountability.