

ITIKA KHANDELWAL

Jaipur, Rajasthan | itika6258@gmail.com | 7425976258

SUMMARY

Operations & Documentation Executive with experience in process coordination, reporting, record management, and cross-team communication. Skilled in maintaining structured documentation, tracking workflows, and supporting daily operational activities. Detail-oriented and organised with strong administrative and coordination skills.

WORK EXPERIENCE

Technical Researcher | Zucol Services Pvt. Ltd.

Apr 2024 – Dec 2024

- Coordinated daily operations and supported project execution across teams
- Maintained project documents, reports, and process records
- Tracked tasks, timelines, and status updates
- Assisted in data management, reporting, and internal communication
- Supported process improvements and administrative activities

SKILLS

- Operations Coordination
- Documentation & Record Management
- Process Mapping & Workflow Support
- Reporting & Data Management
- Stakeholder Coordination
- Organisation & Time Management
- Attention to Detail
- Problem Solving
- MS Excel, MS Word, PowerPoint
- Basic Data Handling & Management

EDUCATION

Masters of Computer Application

Pursuing

- Vivekananda Global University, Jaipur, Rajasthan

B.Sc. (Bachelor's of Science)

July 2019-May 2022

- Govt. P.G. College, Rajgarh, Alwar

INTERESTS

- Process improvement and workflow organisation
- Documentation and report structuring
- Organising events, schedules, and administrative tasks
- Learning about organisational operations and management practices

AWARDS

- Data Analytics Job Simulation – Deloitte
- RS-CIT Computer Fundamentals
- Hackathon Management as a Management Leader