

# RITIKA S

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## Summary

Final-year BBA student with strong analytical ability, documentation accuracy, and quick learning capability. Experienced in end-to-end client coordination, requirement documentation, CRM management, and cross-functional communication ensuring zero errors and smooth onboarding. Skilled in structured data analysis and process-driven workflows, with experience validating information across multiple sources and improving reporting accuracy. Strong attention to detail, consistency, and clear communication.

## Experience

Manipal Group (People Konnect HR)	Bengaluru
Business Analyst Intern	08/2025 - Present
<ul style="list-style-type: none"><li>Performed structured data analysis, validated information across multiple sources, and contributed to process improvements related to identifying mismatches and resolving booking-type discrepancies.</li><li>Conducted research and supported business model development, ensuring clear, accurate documentation and organised workflows.</li><li>Coordinated with cross-functional teams by tracking tasks, maintaining updated records, and ensuring timely follow-ups.</li><li>Improved reporting quality by identifying data gaps and correcting inconsistencies before submission.</li></ul>	

Fortune One Buildco	Bengaluru
Pre-Sales Executive Intern	12/2024 - 03/2025
<ul style="list-style-type: none"><li>Successfully handled end-to-end client coordination, requirement documentation, CRM management, and cross-functional communication ensuring zero errors and smooth onboarding.</li><li>Maintained accurate client and property records, ensuring consistency and data hygiene across CRM systems.</li><li>Verified inputs, prepared structured summaries, and supported internal teams with accurate documentation.</li><li>Streamlined scheduled workflows through proactive tracking and timely communication with teams.</li></ul>	

## Skills

- Excel: VLOOKUP, Pivot Tables, Data Cleaning, Reporting
- Operational Strengths: Documentation Handling, Workflow Coordination, Client Onboarding, Record Accuracy
- Analytical Skills: Data Analysis, Discrepancy Identification, Process Improvement
- Tools: CRM Tools, MS Excel, PowerPoint, Outlook
- Soft Skills: Clear Communication, Collaboration, Time Management

## Education

Mount Carmel college autonomous	
Bachelor of Business Administration   GPA: 8.3	2023 - 2026
Mount Carmel PU college	
Commerce - MEBA   Percentage: 94.8	2021 - 2023

## Certifications

Basics of Stock Market and Investment - Stockathon Academy

Financial Literacy by UNICEF

## Volunteer

Rotaract Club

Assisted in event coordination, documentation, and on-ground execution.  
Supported timely completion of activities through effective communication and teamwork.