

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

- Performed structured data analysis, validated information across multiple sources, and contributed to process improvements related to identifying mismatches and resolving booking-type discrepancies.
- Conducted research and supported business model development, ensuring clear, accurate documentation and organised workflows.
- Coordinated with cross-functional teams by tracking tasks, maintaining updated records, and ensuring timely follow-ups.
- Improved reporting quality by identifying data gaps and correcting inconsistencies before submission.

Fortune One Buildco

Bengaluru

Pre-Sales Executive Intern

12/2024 - 03/2025

- Successfully handled end-to-end client coordination, requirement documentation, CRM management, and cross-functional communication ensuring zero errors and smooth onboarding.
- Maintained accurate client and property records, ensuring consistency and data hygiene across CRM systems.
- Verified inputs, prepared structured summaries, and supported internal teams with accurate documentation.
- Streamlined scheduled workflows through proactive tracking and timely communication with teams.

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.