




Runita

Business Consultant

 Pahar Ganj, Central Delhi, New Delhi – 110055
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Professional Summary

Business Consultant with over **1.8 years of experience** and Client Servicing with over **4.5 years of experience** delivering impactful solutions across automotive and background verification industries. Adept at solving complex business problems, optimizing processes, and providing actionable insights through data analytics. Skilled in SQL, Python, and data visualization tools to inform decision-making and drive organizational efficiency.

Core Competencies

- **Data Analysis & BI Tools:** Power BI, Tableau, MS Excel.
 - **Database Management:** SQL, MySQL, MySQL Workbench
 - **Programming:** Python (NumPy, Pandas, Matplotlib, Seaborn)
 - **Business Strategy:** Process Optimization, Problem Solving, Strategic Planning
 - **Client Handling:** Procurement, Cost-Optimization, Process Improvement, Project Management, Cross-functional Collaboration, Client Communication.
 - **Reporting:** Dashboard Development, Report Generation, Presentation Preparation
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Professional Experience

Executive – Business Consultant

RASCO International Ltd. | Oct 2023 – Present

- Spearhead strategic consulting projects to improve product performance across sectors.
- Support vendor onboarding processes, ensuring timely and accurate data collection and compliance documentation.
- Assist with contract renewals, tracking timelines and liaising with stakeholders to ensure timely action.
- Facilitate tactical purchases across various departments and global locations.
- Generate and manage Quotation & Purchase Orders (POs) in line with company policies and budgetary controls.
- Cost-Optimization with identify opportunities for process improvements and contribute to procurement best practices.

- Act as a liaison between internal teams and external suppliers to resolve issues related to delivery, pricing, or invoicing.
 - Maintain accurate procurement records and documentation for audits and internal reviews.
 - Collaborate with cross-functional teams (Legal, Finance, IT, etc.) to streamline purchasing processes.
 - Conduct teardown and reverse engineering analysis for procurement planning.
 - Prepare insightful presentations and reports for clients and internal teams.
 - Lead data-driven strategies through analysis and visualization for informed decision-making.
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◆ **Senior Executive – BGV**

Securitas India (Walsons Services Pvt. Ltd.) | *Sep 2022 – Oct 2023*

- Managed end-to-end background verification for clients across various industries, ensuring adherence to SLAs and accuracy in documentation.
 - Acted as the primary point of contact for multiple clients, handling inquiries, escalations, and special instructions.
 - Implemented process improvements that reduced case turnaround time by 15%.
 - Trained and mentored junior staff on compliance protocols and client communication standards.
 - Regularly audited reports to maintain 99.5% data accuracy and regulatory compliance.
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◆ **Senior Executive – CRT**

Matrix Business Services India Pvt. Ltd. | *Jul 2021 – Sep 2022*

- Coordinated with clients and internal departments to streamline candidate verification processes.
 - Identified recurring bottlenecks and proposed resolutions, improving the overall process efficiency.
 - Enhanced the documentation and case tracking system using Excel automation and template standardization.
 - Built strong working relationships with over 30 clients and consistently met project deadlines.
 - Helped reduce insufficient report occurrences by 20% through proactive checks and coordination.
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◆ Senior Executive – Background Verification

Hello Verify India Pvt. Ltd. | *Mar 2021 – Jul 2021*

- Conducted thorough background checks including employment, education, and address verifications.
 - Coordinated with data sources, third-party agencies, and internal teams to ensure timely and accurate report delivery.
 - Created daily reports to track team performance and identify areas for improvement.
 - Maintained strict confidentiality and data security protocols.
 - Played a key role in quality control and review of over 500+ verification reports.
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◆ Research Associate

Pinkerton (Altum Staffing Payroll) | *Feb 2019 – Mar 2021*

- Performed detailed research and data validation for global corporate clients.
 - Specialized in high-priority and international verification projects requiring in-depth analysis and accuracy.
 - Supported investigative teams by delivering high-quality reports with zero compliance breaches.
 - Managed confidential data and coordinated with vendors for smooth execution of background verification tasks.
 - Recognized for exceptional attention to detail and consistent delivery ahead of deadlines.
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◆ Languages Known

- English
 - Hindi
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Date:

Location: New Delhi