Ankit Rajput

Reliable business professional with experience in project management, process improvement and analysis. Proven track record of successfully streamlining business operations and reducing costs. Adapt at analyzing data to identify trends and developing strategies to improve efficiency.

Work History

2022-03 - Current

Process Associate - Operations

Teleperformance Pvt. Ltd, Gurugram

- Collaborated with cross-functional leaders to align revenue development and operational plans, resulting in increased efficiency and profitability
- Utilized strategic thinking and problem-solving skills to streamline processes and improve overall operational effectiveness
- Created positive workplace environment by building and maintaining strong relationships with staff members, resulting in increased morale, productivity, and personal growth
- Developed and implemented training programs to enhance employee skills and knowledge, resulting in increased job satisfaction and retention
- Conducted regular performance evaluations and provided feedback to team members to ensure accountability and promote continuous improvement
- Implemented metrics and performance indicators to monitor operational performance, identify areas for improvement, and drive decision-making.

2020-08 - 2022-03

Business Development Associate

Think and Learn Pvt. Ltd, Bangalore

- Managed and utilized LEADSQUARED platform to convert leads to sales opportunities, resulting in increased revenue growth for business
- Built and maintained strong relationships with existing customers (parents) to generate repeat business and increase overall customer satisfaction
- Addressed customer queries promptly to ensure satisfaction and identify opportunities for creating new

Contact

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LinkedIn
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Education

2014-06 - 2017-05

B.Com(h): Commerce

Shri Ram College Of Commerce - New Delhi

Skills

Strategic planning

Data analysis

Business process mapping

Predictive modeling

Project Management

SQL and databases

Python

Tableau

Power BI

Excel

Amedeous GDS

revenue streams

- Boosted revenue by bringing in and cementing relationships with new clients and optimizing servicing of existing customer accounts.
- Negotiated contracts and closed sales with new and existing clients.
- Managed needs of more than 50 customers at once using strong prioritization and multitasking abilities

2023-09 - 2023-11

Business Analyst Intern

WebMobi 360 IT Services, Pune

- Designed Excel spreadsheet to estimate costs of future custom projects for clients.
- Used both qualitative and quantitative analysis techniques frequently.
- Prepared business overview reports for clients.
- Created detailed Project reports from AI and ML research for review by development team.
- Identified errors and performed root cause analysis to determine core issues

2014-12 - 2015-03

Intern

Opinia 360, Thirty labs, Delhi

- Marketing and Event Management/Strategy
- Assisted in marketing strategy development and implementation for Opinia and Thirty Labs
- Participated in event management activities to promote brand visibility and support marketing efforts.

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Certifications

2016-06
International cooperative alliance of Asia Pacific By youth Co-operation

2022-09
MySQL 5.6 Database Administrator