

SIDDHARTH RAWAT

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[LinkedIn](#)

SUMMARY

Results-driven Operations Associate with a strong history at VFS GLOBAL, specializing in multi-unit operations management and organizational excellence. Proven ability to enhance efficiency, uphold data privacy compliance, and elevate client satisfaction through effective systems implementation. Recognized for fostering collaboration across teams while driving productivity and maintaining high service standards.

SKILLS

- Multi-unit operations management
- Systems implementation
- MS Office Suite
- Procedure development
- Customer service
- Data analysis
- Team Leadership
- Conflict Resolution
- Time Management

EXPERIENCE

OPERATIONS ASSOCIATE | 11/2023 to Current VFS GLOBAL - New Delhi, India

- Led process optimization initiatives, improving operational efficiency, and team productivity.
- Managing and safeguarding client data, upholding strict data privacy standards.
- Addressing client concerns swiftly, ensuring satisfaction, and fostering loyalty.
- Ensured accurate and timely maintenance of payment records at the end of each business day, supporting financial transparency and accountability.
- Managing and processing various records from pan-India, overseeing the scanning and initial processing at the central hub, before facilitating further workflows for subsequent tasks.
- Acted as a liaison among various departments, teams, and external partners to streamline communication and foster collaboration.

INTERN | 02/2022 to 04/2022 INGLOU

- Strategic Planning for Staffing
- Conducting Interviews
- Hiring personnel to foster a productive work atmosphere

EDUCATION

Manipal Academy of Higher Education - Karnataka
MBA

GURU GOBIND SINGH INDRAVRASTHA UNIVERSITY - New Delhi
Bachelor of Business Administration

General

- Completed Graduation of Three Years
- GPA: 84.6%

KENDRIYA VIDYALAYA - New Delhi
HIGHER SECONDARY SCHOOL

GPA: 72%

KENDRIYA VIDYALAYA - New Delhi
SECONDARY SCHOOL

GPA: 6.8/10 CGPA

ACTIVITIES AND HONORS

- Achieved recognition as a National Medalist in swimming, demonstrating exceptional dedication, discipline, and competitive excellence.
- Recognized as an Academic Scholar for two consecutive years for outstanding performance in co-curricular activities.
- Achieved 1st Position twice in the School Games Federation of India, showcasing excellence in sports and teamwork.
- Served as Joint Secretary of the Photography Club, contributing to organizational planning, event coordination, and fostering creative collaboration among members.