

# Babita Verma

babitav781@gmail.com | 6388943793 | Gurugram | LinkedIn

## Summary

---

Detail-oriented compliance professional with 1 year of experience in background verification, specializing in identity validation, document review, and employment checks. Skilled in due diligence, risk assessment, and data privacy, with proven ability to manage sensitive information accurately and confidentially.

## Experience

---

**Junior Associate**, Auth-Bridge Research Services Pvt Ltd 2024 – Present

- Conducted end-to-end background verification and due diligence for clients including Wipro, Cognizant, and HCL, ensuring compliance with internal policies and data privacy standards.
- Managed sensitive employee data and documents, performing employment history checks, dual employment flags, and identity verification (UAN/EPFO closures, reference checks) aligned with KYC/AML procedures.
- Maintained accurate records, tracked and resolved discrepancies via Freshdesk, and coordinated with HR, Finance, and Compliance for smooth data reconciliation.
- Applied strong analytical and investigative skills to resolve document inconsistencies and identity mismatches, ensuring audit-compliant documentation and timely case closure.

## Education

---

**Babu Banarasi Das University of Lucknow** 2018 – 2021

Bachelors in Business Administration (Finance) Lucknow

## Skills

---

Identity Verification and Document Review | Reconciliation and Discrepancy Resolution | Background Verification and Compliance Checks | Stakeholder Communication and Cross-Functional Collaboration | Analytical Thinking and Attention to Detail | Customer Due Diligence (CDD) | MS Excel (data validation | reconciliation) | Freshdesk / Ticketing Systems

## Projects

---

**A study of consumer satisfaction of McDonald's Domino's with specific reference to Lucknow (Uttar Pradesh)**

- Responsible for conducting research, designing surveys, collecting feedback, and analyzing data to assess consumer satisfaction for McDonald's at Wave Mall and Domino's in Lucknow, identifying areas for improvement.
- Tools Used: Ms-Excel, Ms- Word.

## Certifications

---

**Alison (Basic Concepts of Financial Analysis)**

- Gained practical knowledge in analyzing financial statements, including income statement review and break-even analysis, to assess business performance and decision-making.

**Tcs-iOn (Accounting Fundamentals))**

- Certified in Accounting Fundamentals covering principles, concepts, and financial statements.