

NAVYATHA G

Senior Operations Analyst



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Vokkaleri, India



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OBJECTIVE

Result-oriented with strong technical acumen, an analytical bent of mind and a proven record of stamping success in uncertainties & challenges across entire gamut of **Background verification**; targeting assignments with an organization of repute.

TECHNICAL SKILLS

MS EXCEL

Advanced Microsoft

Presentations

Spreadsheets

Pivot Tables

Vertical Lookups

SOFT SKILLS

Attention-to-Detail

Time Management

Problem-Solving

Result-oriented

Communicator

Quick Learner

Collaborator

Planner

PROFILE SUMMARY

- A focused professional, with **5+ years** of experience in **Background Verification** in performing critical and confidential checks (**Employment, Education, Reference, Criminal, Credit and Global Data Base Checks**).
- I excel in gathering and understanding requirements of clients & conduct background screening activity at country/Regional /Global Level and as a specialist reduce the fraud, information leakage and reputational risk.
- Support the **planning and delivery of critical deliverables** for multiple vetting projects and excellently handling and maintaining the confidentiality of sensitive documents (Passport, academic documents, Driving License Etc.).
- Rich exposure in defining and publishing the **final recommendations** and creating a exact roadmap to **avoid Risk of Hiring unqualified candidates, false claims and legal liability**.
- Problem-solving** is one of my key strengths, and I am Passionate about creating trusted relationship with stakeholders for smooth execution of daily deliverables.

WORK EXPERIENCE

10 Jan 2022 to 29 Apr 2024 | First Advantage Global Operating Center, Bengaluru
Senior Operations Analyst

Role:

- Managing background screening of applicants and liaise with vendors for case completion.
- Executing fraud database searches and performing fact findings on any discrepancies.
- Supporting the delivery of global projects.
- Performing critical and confidential checks like credit, HUB, sanctions, PEP and GEL.
- Timely escalation of adverse cases or issues for internal review with regional leads.
- Adhering to the discrepancy Matrix, applying best judgment and ensuing recommendations are informed efficient and transparent.
- Escalating issues promptly and timely with stakeholders.
- Proactive in approaching and following up with investigations and completion of all cases as per the country guidelines.
- Retaining the evidence of all the investigation completed correctly and updating on the case management tool.

14 Mar 2018 to 07 Jan 2022 Authbridge Research and Services, Bengaluru
Senior Associate – Employment (Operations)

Role:

- Conducted thorough background checks, achieving a 98% completeness rate in candidate documentation.
- Managed background verification team, optimizing workflows and reducing verification turnaround time by 40%.
- Collaborated with legal counsel to resolve complex issues during the verification process.
- Company genuineness check.
- Performed Education, Bank statement validation and Reference ID verification.
- Prepared MIS dashboard using extracted data for management review.
- Leveraged MS PowerPoint for creating presentations on verification findings.

EDUCATION

2017:B.E. (Electronics and Communication)

Dr. T. Thimmaiah Institute Of Technology, VTU, Bengaluru

12th (Intermediate),

Beml Composite PU College
Kolar Gold Fields

10th (S.S.L.C),

Beml Composite PU College
Kolar Gold Fields

PROJECT

- **NRAP: Re-Vetting for high risk employees in Bank**

Re-Vetting was performed in this project on were the background screening activity was held at country/Regional/Global Level for the high risk employees in the bank.

The case output was provided by managing the documentation file and publishing final recommendations by considering the employee 10 years of background investigation and there is never a dull moment.

PERSONAL DETAILS

Date of Birth: Sep 26, 1995

Languages Known: English, Kannada, Telugu, Tamil & Hindi

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