

NAVEED KHAN

Hyderabad | navedkhan01@gmail.com | 6300142883 | [Linkedin](#)

Business Administration graduate from **ICFAI Business School** with experience across recruitment operations, process verification in US Income Tax, and legal research support. Worked as a US IT Recruiter and Process Verifier at SurePrep, a Thomson Reuters subsidiary. Strong attention to detail, stakeholder communication, process optimization, and data-driven problem solving. Adept at managing multiple priorities while ensuring accuracy and timely execution.

EDUCATION

Bachelors in Business Administration – ICFAI Business School, Hyderabad (2019 – 2022)

Graduated with First Class Honours in **Bachelor of Business Administration**

Core Modules: Business Analytics, Corporate Finance, Business Management, Operations & Supply Chain Management, Human Resources and Project Management.

COMPETENCIES

- Business Analysis
- Requirement Gathering
- Process Mapping
- KPI Reporting
- Dashboard Creation
- Data Visualization
- Documentation & Reporting
- Data Interpretation
- Data Analysis
- Reporting & Analytics
- Root Cause Analysis
- User Story Development
- User Journey Mapping
- Trend Analysis
- Quantitative Analysis
- Market Research

Technical Skills

Microsoft Excel, SQL (Basic), Power BI, Tableau, MS Office Suite, Google Workspace, Jira, Figma, Google Analytics

PROFESSIONAL EXPERIENCE

US IT Recruiter Internship - Radiant Systems, Hyderabad Dec 2024 - Feb 2025

- Sourced and screened candidates for US-based IT positions through job portals and internal databases.
- Coordinated interviews and maintained candidate records throughout the recruitment lifecycle. Collaborated with recruiters and hiring managers to ensure timely hiring processes.
- Performed candidate follow-ups and maintained process adherence.

Competencies

- Talent Acquisition
- Candidate Sourcing
- Resume Screening
- Recruitment Coordination
- Interview Scheduling
- Candidate Relationship
- Stakeholder Management
- Recruitment Lifecycle
- Applicant Tracking Systems (ATS)
- Candidate Pipeline Management
- Database Management
- Process Compliance
- Cross-functional Collaboration
- Communication Skills
- Time Management
- Organizational Skills

Process Verifier Contract – SurePrep (A Thomson Reuters Company) Jan 2026 - April 2026

- Verified and validated 2000+ U.S. tax documents daily (W-2, 1099, 1098) using OCR-Based systems
- Maintained and updated records in business systems with high attention to detail and Maintaining accuracy.
- Performed data verification, quality checks, and record audits to minimize errors.
- Identified discrepancies in records and escalated issues for timely resolution .
- Collaborated with team members to achieve daily productivity and SLA targets.

Competencies

- Quality Assurance
- Document Verification
- Process Compliance
- Data Validation
- Operational Efficiency
- Productivity Management
- Workflow Management
- Process Documentation
- Attention to Detail
- Time Management
- Task Prioritization
- Cross-functional Collaboration
- Problem Solving
- Analytical Thinking
- Deadline Management
- Quality Control

ACADEMIC & PRACTICAL PROJECTS

Business Performance Dashboard | Excel, Power BI

- Designed interactive dashboards to track KPIs and visualize business performance trends.
- Performed data analysis and developed interactive dashboards to derive actionable insights and support business decisions.

Market Research & Consumer Insights Analysis

- Conducted market research and trend analysis to identify consumer preferences and support strategic recommendations.
- Presented findings and recommendations to support strategic business decisions.

CERTIFICATIONS

- SQL for Data Analytics
- Excel for Business Productivity
- Data Visualization using Power BI and Tableau