

Ritik Sharma

AI Workflow Consultant & Builder

AI Business Operations & Workflow Design

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PROFILE

Independent digital business operator and SSCBS finance graduate combining business diagnosis, clear writing and visual direction with AI-assisted builds. Understands the problem, organises information, directs implementation, verifies key journeys and documents the handover. Current proof centres on websites and a personal knowledge system; workflow automation is offered as a scoped pilot.

EXPERIENCE

Independent Digital Business Operator | Apr 2024 - Present

- Owned acquisition, pricing, supplier coordination, fulfilment, renewals and customer support in an independent digital-products business.
- Built operating documents, CRM structures and AI-assisted workflows; translated customer questions into clearer offers, support material and process decisions.

LinkedIn Ghostwriter | Independent | 2025 - Present

- Wrote 100+ LinkedIn posts; shaped founder voice, positioning and content angles from real source material, with reusable writing structures and review.
- Created content for B2B SaaS founders and senior operators, connecting clear communication with their audience and business context.

SELECTED BUILDS

Software catalogue & enquiry experience | Live build

Directed an AI-assisted 40-item searchable catalogue with categories, detail pages, support guidance and an enquiry journey. Demonstrates information architecture and a usable web build.

Live proof: shreetools.pages.dev

Personal knowledge system | Personal system

Directed a source-backed context and retrieval system using Cloudflare Workers, D1, Vectorize, KV and MCP. Combined keyword and semantic search, corrections and session handoffs for personal project continuity.

Local-service website | Independent design concept

Directed the visual concept, responsive layout and visitor-controlled enquiry draft for a fitness website preview. Independent proposal; not a paid customer project or official business site.

Concept: sharpsites-demo.github.io/raise-fit-gym-indirapuram-demo

SKILLS & TOOLS USED

Business & communication: problem diagnosis, scoped workflow design, process documentation, content structure, founder writing, visual direction and asynchronous collaboration.

Build & knowledge: AI-assisted web builds with ChatGPT/Codex and Claude; GitHub and Cloudflare deployment; Notion for operating information; Canva for visual communication. Tools are grouped by use, not certifications.

EDUCATION

Shaheed Sukhdev College of Business Studies, University of Delhi

BBA, Financial Investment Analysis | 2019 - 2022 | CGPA: 8.16/10

Global Governance Initiative | Impact MBA Scholar cohort | 2022 - 2023

Scholarship/cohort participation; not a completed MBA degree.