

Anjali Singh

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Education

Nagindas Khandwala College of Commerce, Arts & Management Studies

Bachelor of Management Studies
Mumbai, India | 2016 – 2019
CGPA 8.80/10 (A Grade)

Kandivali Education Society of Commerce and Arts

12th
Mumbai, India | 2014 – 2016
Passed with 82% under the Higher Secondary School Certificate Examination

Swami Vivekanand International School

10th
Mumbai, India | 2014
Passed with 73% under the Secondary School Certificate Examination

Experience

Alakh Advertising Private Limited

Client Servicing Manager

Mumbai, India

6th Feb 2023 – 22nd Mar 2024

- Understand the client's brand identity, core values, and the brief received to execute effective campaigns.
- Work closely with planning department to develop media plans for the brand /portfolio as per client briefs.
- Develop and maintain strong, trusting relationships with clients.
- Serve as the primary point of contact for all client inquiries, requests and concerns.
- Regularly communicate with the clients to understand their needs, objectives and feedback.
- Coordination and collaboration – Work closely with internal teams including creative and production to ensure timely and successful execution of the campaign.
- Provide regular updates to clients on the status of the campaign.
- Vendor Management - Invoicing and follow-up on payments.
- Have worked for clients like Flipkart, Myntra, Viacom, Shapoorji Pallonji, Honda & Buffering.

Monish Shah Financial Planning Services
Back Office Executive

Mumbai, India
16th Aug 2021 – 01st Oct 2022

Roles & Responsibilities:

- Handling Mutual Fund & Demat Account opening process from start to end.
- Remain updated about the latest investment products and market trend.
- Handling Fixed Deposit and Bonds - New Applications and managing all the FD Portals
- Client Servicing
- Gathering and Processing research data
- Responsible for database management of clients
- Handling documentation and paperwork
- Performing basic admin duties
- Supporting administrative staff
- Handling various portals like BSE Star MF, Wealth Magic, NJ & Sushil Finance

Indian Institute of Business Management & Studies
Professional Counselor

Mumbai, India
15th Jul 2019 – 20th Feb 2020

IIBMS is a Distance Management Institute, catering to working professionals in their career growth.

Roles & Responsibilities:

- Cold calling & generation of leads
- Customizing Email as per the student's requirement
- Explanation of the Enrollment Process
- Convincing the Students
- Building Rapport with the Students
- Understanding student's requirements
- Understanding trends in Corporates
- Understanding Students Profile
- Counseling them throughout the Process
- Data Entry
- Reporting to the team leader and undertaking assigned task with diligence
- To communicate with existing students and receive their feedback on various issues and ensuring a cordial relation with every student member.

Skills & Interest

- **Technical:** Microsoft Excel, Word, PowerPoint
- **Language:** English, Hindi, Marathi, Gujarati
- **Interests:** Singing, Skating

Certifications

- Certificate course in Grooming and Personality Development
- Online certificate course in Social Media Marketing
- Online certificate course in Media Management