




ANJALEE SHARMA

CONTACT

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 anjalee.sharma007@gmail.com

OVERALL EXPERIENCE:

5+ Years

AREAS OF EXPERTISE:

- MS-Office
- Typing (35 to 40 WPM with 90% accuracy)
- MIS Reporting & Time Management
- Consulting & Proposal Writing
- Client interaction & Customer Service
- Leadership & Management Skills
- Relationship Management
- Interpersonal & Transferable Skills

PERSONAL INFORMATION

Personal Profile:

Date of Birth: 15th January 1993

Father's Name: Mr. Rakesh Kumar Sharma

Mother's Name: Mrs. Anjalee Sharma

Spouse Name: Saurav Purkayastha

Marital Status: Married

INTERESTS

Extra - Curricular Activities:

Anchoring
Presentation

Hobbies:

Reading Books
Tutoring kids
Listening to Music
Cooking
Basketball, Badminton & Card Games

LANGUAGES

English and Hindi

To work in a challenging atmosphere by exhibiting my skills with utmost sincerity and dedicated smart work for the growth of your esteemed organization along with mine. Dedicated and focused who excels at prioritizing, and completing multiple tasks simultaneously. Committed to delivering quality results with little supervision.

EXPERIENCE

February 2020 to Current

Relationship Manager, Assistant Manager HSBC India, Bangalore, Karnataka

- Individual Contributor Role.
- Cultivate new clients through referrals and calling efforts to achieve individual goals.
- To ensure that all accounts signed up with the corporate gets salary credits.
- To identify and resolve service issues of the Corporate.
- To generate cross sales of various liability/asset products.
- Ensure contact with key people at the corporate.
- Selling all products to the relationship - core and cross sell.
- Deepening of the salary relationship - new account acquisition and value build up in existing accounts.
- Servicing all financial needs of the customers.
- Major Products - New Corporate Onboarding, Corporate Salary Accounts, Credit Cards and Personal Loan.

November 2018 to February 2020

Relationship Manager (Deputy Manager) Indusind Bank Ltd, Bangalore, Karnataka

- Team handling Role.
- Cultivate new clients through referrals and calling efforts to achieve individual and team revenue goals.
- Develop effective ways to promote brand awareness that lead to measurable business results.
- Ensure continuity of high quality service, product delivery, and responsiveness to client needs.
- Identify potential bank clients and develop proposals detailing how the bank can benefit them.
- Monitor the performance of client accounts and suggest ways to improve returns.
- Co-ordinating business with BBG, CBG & CNI Team.

June 2018 to October 2018

Associate Consultant Laureate Learning Craft Pvt. Ltd, Laureate Global, Bangalore, Karnataka

- Deliver on HR consulting projects and support the key accounts under CorpBD.
- Responsibilities: Consulting: Understanding client/prospect needs, diagnose the core issues and propose consulting solutions with support from COE team.
- Content Management: Create proposals for clients to articulate how Laureate is the solution, embedded in the relevant industry

- research and trends Create or support the creation of Consulting Interventions/Programs including the workflow, commercials etc.
- Based on client's recommendations Ensure effective delivery & completion of projects with timeline and quality standards as defined by SLA's.
 - Corporate Business Development: Support the leaders in maintaining and expanding the pipeline for key accounts Regularly communicate with the client HR SPOC's to gain an understanding of their needs, kept both the sides abreast of the developments and changes if any.
 - Create a Marketing Email Kit that encompassed the necessary email templates for every stage of client interaction.
 - Others: Project managed - CorpMarshal - 'A Corporate Debate Show' that brought together leaders of the corporate ecosystem to share their perspectives on controversial HR topics that are generally pushed under the carpet, MIS & Follow-up on all client partners.

May 2017 to May 2018

Accounts, Senior Executive Puri Construction Private Limited, New Delhi, India

Responsibilities:

- Achieving assigned sales targets.
- Prospecting and developing new client relationships within a defined market.
- Consulting with clients on business issues and research design.
- Developing innovative proposals and delivering strategic sales presentations.
- Making actionable and insightful recommendations for new products, extensions, or enhancements.
- Managing and mentoring a team.
- Resolving sales or delivery issues.
- Get feedback and suggest ways to increase customer engagement.

May 2016 to May 2017

Practitioner - Band 3 Concentrix Daksh Services India Private Limited, Bangalore, Karnataka

- Process / Line of Business (LOB): Axis Bank - Premium Customers - Credit Cards.

September 2014 to November 2015

Company Secretary - Trainee R. Singhvi & Associates, Bangalore, Karnataka

Corporate Consultant in Secretarial and Compliance Department

- Formation and incorporation of companies and matters related therewith.
- Filing, registering any document including forms, returns, and applications by and on behalf of the company as an authorized representative.
- Maintenance of secretarial records, statutory books, and registers.
- Arranging board/general meetings and preparing minutes thereof.
- All work relating to shares and their transfer and transmission.
- Utility filling & Spectrum Entry.
- Client interaction via Call, Face-to-Face and E-mail.

EDUCATION

June 2014

B.Com Finance

Garden City College of Sci & Management Studies, Bangalore