ANJALEE PATEL

+91 7519398539 | ANJALEEPATEL456@GMAIL.COM | LAKHISARAI, BIHA R.

SUMMARY

Results-oriented professional with academic specialization in Banking, Insurance and Retail and practical exposure to client servicing, financial data management, and market analysis. Demonstrates strong numerical proficiency, operational discipline, and relationship management skills. Seeking a challenging role in the banking sector to enhance service delivery and organizational performance.

EXPERTISE

Lead Generation & Management | Business Development Strategies | CRM Systems | Client Relationship Management | Market Research & Analysis | Opinion Polling | Data Collection & Validation | Sales Techniques | Stakeholder Engagement | Survey Design | Retail Management | Communication & Negotiation | Multitasking | Adaptability.

TECHNICAL SKILLS

MS Excel | MS Powerpoint | MS Word | Google Workspace | CRM Platforms | Data Collection & Documentation | Survey Design & Implementation | Sales Management Tools

PROFESSIONAL EXPERIENCE

Business Development Associate | Tuition Bureau | 1.5 Years

- Generated qualified leads through systematic outreach, consistently meeting targets.
- Managed CRM-based lead tracking to improve conversion rates and client retention.
- Counseled clients to provide need-based, customized solutions**.**

Survey Associate | Market Research Organization | 1 Month

- Conducted opinion polls and structured surveys on consumer preferences and trends.
- Ensured data accuracy through validation checks and prepared brief analytical insights**.**

Intern – Finance & Capital Markets | Motilal Oswal Financial Services Ltd | Jun 2023 – Jul 2023

- Trained in share market fundamentals and key financial products.
- Met account opening targets through client engagement and product explanation.

Intern – Market Research | Reserve Bank of India, Lucknow

- Conducted surveys on MSMEs and Business Correspondents (BCs).
- Collected and organized field data to support financial inclusion analysis.

EDUCATION

• M.A in Integrated Rural Development & Management | Banaras Hindu University, Varanasi, UP | 2nd Year (Pursuing)

• B.Voc. (Banking, Insurance and Retailing) | Banaras Hindu University, Varanasi | 2024 | CGPA: 7.67

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Certificate in Information Technology (CIT) | Certificate in Language Skills (CLS) | Certificate in Soft Skills (CSS)

CORE COMPETENCIES

Multitasking | Sales Techniques | Computer Proficiency | Communication | Client Engagement | Team Collaboration | Problem Solving | Retail Management | Adaptability | Time Management

INTERESTS & ACTIVITIES

Martial Arts (Karate, Taekwondo) | Art and Craft | Cooking | Event Planning | Social Work

LANGUAGES

Hindi | English