



ANKITA SINGH

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Professional Summary

Results-driven MBA Banking and Finance professional with extensive experience in banking and client advisory. Strategic problem-solver skilled in financial data analysis, business operations, and international banking compliance. Committed to enhancing organizational productivity through meticulous project management, interpersonal communication, and a focus on detail-oriented process improvement.

Education

Chandigarh University , Mohali, Punjab	2023-2025
Master of Business Administration - Banking and Financial Engineering	GPA-8.09
Chandigarh University , Mohali, Punjab	2020-2023
Bachelor of Science – Medical	GPA-8.66
Kendriya Vidyalaya Aliganj, Lucknow	2017-2018
PCMB (10+2)	GPA-7.90

Experience

Process Associate: Order Management & Product Fulfilment | HCLTech **Aug25-Mar26**

- Managing the full lifecycle of product fulfilment in high-volume environments.
- Consistent adherence to Standard Operating Procedures (SOPs) and Service Level Agreements (SLAs).
- Maintaining high levels of data accuracy and quality control in all processing tasks.
- Driving operational efficiency through a focus on quality delivery and continuous process improvement.

Intern | AXIS BANK **Jun24-Jul24**

- Drove branch sales and revenue growth by managing a high-value client portfolio and delivering tailored financial advisory and banking solutions.
- Optimized banking operations and KYC compliance, overseeing account openings and cheque clearing with 100% accuracy and strict regulatory adherence.
- Executed complex FOREX transactions and foreign exchange services, maintaining full compliance with international banking protocols and internal risk management policies.

Intern | OPOLIS MEDICAL DIAGNOSTIC CENTRE PVT LTD. **Jun22-Jul22**

- Undergone industrial training in pathological laboratory experiments.

Certifications

Moody's Analytics: Credit Skills for Bankers Certificate - SME Lending

Training Programme in Banking, State Bank of India

Risk Management: Department of International Affairs, Chandigarh University

Tally Essential Level 2, Tally Edu. Pvt Ltd.

Skills

Banking & Finance: Banking Products & Services, Mutual Funds, Credit Appraisal & Risk Assessment

Technical Skills: MS Excel, Google Sheets, Google Docs, Google Presentation, Google Workspace

Professional Skills: Verbal and Written Communication, Project Management, Adaptability, Teamwork, Leadership, Time Management, Multitasking, Relationship Management