

ANJALI SHARMA

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Location: Delhi, India

Professional Summary

B. Com graduate with 6 months of sales experience, skilled in client handling, negotiation, and data tracking. Proficient in Microsoft Office Suite (Excel, Word, PowerPoint) and Google Workspace (Docs, Sheets, Drive). Skilled in organizing and maintaining structured datasets, ensuring accuracy through dataset validation, and supporting data-driven workflows.

Technical Skills

Microsoft Office Suite: Microsoft Excel (Pivot Tables, Charts, VLOOKUP, Data Validation), Microsoft Word, Microsoft PowerPoint

Tools & Platforms: Power BI, Data Visualization, Structured Data Management

Core Competencies: Attention to Detail, Analytical Thinking, Problem Solving, Time Management, Diligence, Fast Learner, Working Under Supervision

Work Experience

Business Development Associate

February 2025 – July 2025

PlanetSpark

Gurugram, India

- Performed data labeling and annotation of 500+ customer records per week in Microsoft Excel, ensuring clean and accurately annotated datasets for business reporting.
- Maintained structured documentation of customer interactions, flagging inconsistencies and correcting data errors to uphold dataset integrity and quality standards.
- Prepared and annotated 1,000+ sales data records to generate meaningful insights via dashboards and reports, supporting downstream data quality assurance workflows.
- Utilized Google Workspace (Sheets, Docs, Drive) to collaborate on data tasks and share annotated reports across teams, demonstrating quick adoption of new tools.
- Managed high-volume data workflows with a strong focus on accuracy, dataset validation, and consistency across all annotation tasks.

Projects

Sales Data Annotation & Dashboard Project | *Microsoft Excel, Google Sheets, Power BI*

- Manually labeled and classified 10,000+ raw sales data entries into structured annotation schemas, replicating AI/ML data labeling workflows for model training pipelines.
- Cleaned and prepared datasets by removing noise and correcting mislabeled records, applying dataset validation to ensure quality standards for ML model training.
- Tagged customer purchasing behavior (high-value, repeat, dormant) using a defined ontology, mirroring classification labeling tasks used in AI/ML annotation projects.
- Built interactive Power BI and Excel dashboards using pivot tables and slicers, reducing stakeholder reporting time by 30%.

Certifications

- **Data Analytics Certificate** – The XL Academy (2025)
- **McKinsey Forward Program** – McKinsey.org (2025)

Education

Bachelor of Commerce (Honours)

University of Delhi

Graduated: 2023

New Delhi, India