



ANUBHAV KHOKHAR

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PERSONAL SUMMARY

Dynamic and results-driven professional with experience at NJ Wealth, excelling in regulatory documentation and client engagement. Proven ability in analytical reporting and risk assessment, enhancing compliance and operational efficiency. Adept at utilizing CRM systems and fostering strong client relationships, ensuring data accuracy and adherence to guidelines.

SKILLS

- Regulatory Documentation
- Risk Assessment
- CRM & Excel (Advanced)
- Analytical Reporting
- Communication & Client Handling
- Transaction Monitoring Awareness
- Google Analytics
- Canva & AI Tools

EXPERIENCE

NJ WEALTH, 06/2024 - 08/2024

Customer Relationship Management- Intern

- Assisted in client onboarding by verifying KYC documentation and maintaining data accuracy in CRM systems.
- Monitored customer profiles and conducted preliminary due diligence for investment account validation.
- Supported compliance checks to ensure adherence to internal policies and SEBI guidelines.
- Collaborated with 100+ clients to resolve account queries and enhance engagement through structured follow-ups.

NOBLE LIFE SCIENCES PVT. LTD., 10/2021 - 06/2022

Business Development - Intern

- Conducted background research and data verification of potential clients for partnership eligibility.
- Maintained accurate customer records and assisted in documentation review for compliance reporting.
- Prepared analytical reports on client profiles and transaction summaries to support decision-making.
- Strengthened understanding of B2B due diligence, data accuracy, and ethical business communication.

EDUCATION AND TRAINING

Doon School of Business And Entrepreneurship, 01/2025
Master of Business Administration (MBA)
in Progress

Punjab University, 01/2021
Bachelor of Arts (BA)
GPA: 70%

Gurukul, Kurukshetra, 05/2018
High School: 12th Standard
GPA: 78.6%

CERTIFICATIONS

- Project Management, Career Ninja
- Digital Marketing and analytics of AI, University of Texas
- Introduction to marketing skills by University of Pennsylvania
- Fundamentals of Management by University of California
- MS Excel with AI, Great Learning
- Successful Negotiation: Essential Strategies and Skills, University of Michigan

ACCOMPLISHMENTS

- Intern of the Month (July) - NJ WealthSecond Position in Debate Competition at DSBE
- Achieved highest no. of value pack provider in NJ Wealth
- Achieved 1st Position in Debate Competition - Doon Business School
- Outstanding Talent – Deltron Technologies Workshop

OTHERS

Playing cricket, Listening music, Travelling.

LANGUAGES

6,C2

SKILL SET SUMMARY

Successfully carried out the duty of Class Representative, a member of the Student Core Committee., An avid debater, active public speaker and good presentation skills., SAP SD HANA, Proficient in digital marketing tools like Google Analytics and social media marketing, Advanced Excel, Hands on AI tools such as Canva and Gemini AI, Problem solving, Research & Strategic Planning

PROJECTS

Enhancing CRM Practices, Individual Project, DSBE, 01/2024 Dynamics of Home Loans on ICICI Bank, Individual Project, DSBE, 01/2024