

**SATAKSHI SINGHAL**

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Date of Birth: 05 feb 2002

Address: 325 Niti khand 3 Indirapuram Ghaziabad UP 201014

**EDUCATIONAL QUALIFICATION**

Course	Year	Specialization	Board/ University	Institute/ College	% Of Marks (Till date)	Division
PGDM (pursuing)	2026	Fnance	AICTE	Jagan Institute of Management studies, Rohini	65.10	1 st
BBA	2023	Finance	CCSU	Institute of Technology and Science, Ghaziabad	63.8	1 st
XII th	2020	Commerce	CBSE	Ralli International School, Ghaziabad	71	1 st
X th	2018	-	CBSE	Ralli International School, Ghaziabad	79.33	1 st

SUMMER INTERNSHIPS/LIVE PROJECTS/OTHER INDUSTRIAL ASSIGNMENTS

Organization	Type of Assignment	Period	Key Responsibilities Area
Punjab and Sind Bank	SIP	May '25 to June '25	<ul style="list-style-type: none"> Assisted in appraisal of home, personal, and auto loans by verifying KYC, income, and property documents. Supported credit officers in drafting preliminary appraisal reports and analyzing CIBIL scores. Reviewed CIBIL and other credit bureau reports to assess repayment history and credit risk.
SAKSHAM (NGO)	SSO	July '24- Sept '24	<ul style="list-style-type: none"> Conducted field visits under the Rajiv Gandhi Foundation to assess socioeconomic conditions in underserved communities. Interacted with locals to understand challenges in health, education, sanitation, and livelihood. Identified individuals with entrepreneurial potential and documented barriers to small business growth. Promoted awareness of self-employment opportunities and basic enterprise development models. Collaborated with NGO teams to compile field data, case studies, and support community engagement efforts.

CERTIFICATIONS

Mode	Year	Description
Offline	2023	Certification course of wealth management of 100hrs from CIEL
Offline	2025	Pursuing NISM V A

WORK EXPERIENCE (More than six months)

Organization	Desg.	Period	Role & Responsibilities
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EXL Pvt. Ltd.	Executive	25 th Oct '23 to 31 st Oct '24	<ul style="list-style-type: none"> • Final auditing of US based client's insurance policy <ul style="list-style-type: none"> ✚ Handling the final audit of worker's compensation insurance policy of US based Clients ✚ Processing the renewals of expired and cancelled policies ✚ Trained 3 employees working in the same process and helped them throughout the process in resolving the issues and problems faced while working.
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ACHIEVEMENTS & POSITIONS OF RESPONSIBILITIES

- Completed the 1-month internship of UAS International at the post of sales associate.
- Secured 1st position in "B Plan Competition", made a business proposal of 'ECO BLOOM' a customized gardening kit with real market research and market evaluation.
- Volunteered Management Summit 2025 held at India Habitat Centre.

EXTRACURRICULAR ACTIVITIES

- Participated in annual sports event.
- Visited Amul for an Industry tour.

DECLARATION: I hereby declare that all the information provided above is accurate to the best of my knowledge.

Date: 20 august 2025

Name: Satakshi Singhal