

Anubhav Singh

Founder's Office Associate

✉ anubhavsingh.200012@gmail.com 📞 9718678844 📍 Delhi, India

PROFILE

Dynamic Founder's Office Generalist with expertise in operations, reporting, strategy, and cross-functional coordination. Proven ability to scale new verticals, optimize internal processes through data-driven insights, and drive efficiency across multiple business functions.

PROFESSIONAL EXPERIENCE

Founder's Office Associate

XtraCover

Dec 2024 – Sep 2025

Delhi, India

- Designed and scaled the **corporate vertical** by building structured processes and reporting systems.
- Developed a custom database of over **4,000 startups** to support organizational intelligence and strategic planning.
- Managed end-to-end **order processing and logistics operations for the consumer ecommerce vertical, ensuring timely fulfillment, accurate inventory tracking, and resolution of customer queries.**
- Designed and implemented a comprehensive reporting structure** for cross-functional B2R (Business to Retailers)
- Coordinated seamlessly with cross-functional teams** to gather actionable insights, analyze trends, and enhance team productivity and accountability through data-driven reporting.

Associate Intern

360 Degree Cloud Technologies

Aug 2023 – Oct 2023

Noida, India

- Conducted **targeted data mining** to generate high-quality leads across multiple industries and geographies.
- Executed **lead generation campaigns via LinkedIn**, utilizing advanced search strategies and outreach techniques to identify and connect with key decision-makers.
- Collaborated closely with the **marketing and sales teams** to plan and execute **email marketing campaigns**, ensuring alignment of messaging and timely follow-ups.
- Demonstrated strong **attention to detail, analytical thinking**, and cross-functional collaboration in a fast-paced, deadline-driven environment.

Industrial Trainee

Shangri La

Jul 2019 – Dec 2019

Delhi, India

- Gained **comprehensive, hands-on exposure** to the operations of a premier luxury hospitality brand.
- Delivered **exceptional customer service** by promptly addressing guest inquiries, special requests, and concerns, contributing to a **high guest satisfaction rate.**
- Assisted in **coordinating and executing high-profile events**, ensuring seamless logistics and guest experience from setup to wrap-up.
- Maintained smooth day-to-day hotel operations through multitasking, attention to detail, and proactive support to department heads.
-

EDUCATION

MBA- Marketing

Delhi institute of Advanced Studies

2022 – 2024

Delhi, India

BSc(HHA)

Delhi Institute of Hotel Management

2018 – 2021

Delhi, India