

ABHISHEK SINGH

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Professional Summary

MBA (Finance & HR) student with SEBI Investor Certification and a strong foundation in financial products, client servicing, documentation, and compliance fundamentals. Skilled in supporting advisory operations, preparing financial data, managing records, and coordinating workflows with high accuracy. Seeking a Financial Advisory Support Analyst role to assist advisors in delivering an exceptional client experience.

Education

MBA – Finance and HR Galgotias College of Engineering and Technology	2024–2026
Bachelor of Science Dr. Ram Manohar Lohia Avadh University	2021–2024

Key Skills

- Client Servicing & Operational Support
- Financial Documentation & Record Management
- Basic Financial Planning & Investment Concepts
- Compliance & Regulatory Awareness (SEBI)
- MS Excel (Advanced), MS Word, PowerPoint
- Reporting, Data Analysis & Accuracy Control
- Strong Written & Verbal Communication
- Time Management & Attention to Detail

Tools & Systems

- JIRA – Ticket creation, task tracking, prioritization, status updates, and SLA-based workflow management
- MS Excel – Advanced formulas, data validation, reporting, trackers
- AI Productivity Tools – Prompt engineering for drafting reports, summaries, documentation, and client-ready content
- MS Outlook – Professional email communication and scheduling
- Document Management – Structured filing, version control, and compliance-ready records

Certification

SEBI – Investor Certification Examination (NISM) Valid till March 2027	March 2025
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Additional Experience

- **Published Author:** Generated over **2+ million views on Quora** by delivering clear, well-structured answers across finance, business, and career topics, demonstrating strong analytical thinking and client-oriented communication.
- **Freelance Content Curator:** Developed blogs, social media content, and website copy for startups and SMEs, focusing on clarity, accuracy, and audience engagement through structured communication.
- **Event Coordination Experience:** Supported planning and execution of recurring open-mic events in Noida, handling scheduling, documentation, stakeholder coordination, and promotional activities to ensure smooth operations.