



sa9820164@gmail.com



9725964120



Vapi, India

## SKILLS

Time Management

Multi Tasking

Communication Skill

Operational Skill

## LANGUAGES

English  
Native or Bilingual Proficiency

Gujarati  
Full Professional Proficiency

Hindi  
Full Professional Proficiency

## INTERESTS

Volunteering and  
community involvement

Writing

Reading Novels

Sports

Travelling

# Anjali Singh

Seeking a rewarding and challenging position in a fast paced technological environment, where my skill can contribute for the overall growth and progress of the company

## WORK EXPERIENCE

### Executive - Distribution Management & Legal Department Meril Diagnostics Private Limited

06/2021 - Present

Vapi, Gujarat

Global medical device manufacturer offering best-in-class medical devices, Healthcare solutions worldwide.

*Distribution Management/Tasks*

- Appointing New Distributors by analyzing financials (P&L, Bank Statement), Credentials & Documents.
- Managing Stock & Sales of Distributors and analyzing non moving and near to expiry stocks and liquidating it on priority basis through engagement with Distributors and Sales Person.
- Track on Distributors Sales and preparing target letter on basis of primary and secondary sales.
- Recovering Bad Debt/ Disputed Outstanding amount from Distributors of all the verticals of Meril by follow-ups through call and mail & Reducing cost of collection without going legal.
- Analysing High Risk AR and Coordinating with Advocate for recovering outstanding amount by filing Legal cases against defaulter.
- Digitization of complete legal work flow & Distributor appointment through Zoho CRM & DMS Portal.
- Management Information System (MIS) Legal Department- Monthly Review of collection & Distribution Management.

### Receptionist Lions Eye Hospital

12/2019 - 06/2021

Vapi, Gujarat

Trust Hospital working for welfare and blindness control in rural areas.

*Achievements/Tasks*

- Maintaining Accounts and Petty Cash.
- Raising Purchase Order as per Purchase requisition.
- Maintaining Payroll of Hospital Staff.
- Monthly Reporting of Surgeries & Patient to DBCS Valsad.

### HR Assitant Tiny Girl Clothing Private Limited

09/2019 - 11/2019

Umbergaon, Gujarat

*Achievements/Tasks*

- Managing data, documentation and recruitment of employee as per the requisition by departments.
- Making Payroll and fulfilling the Government Compliance for the welfare of employee.
- Preparing Typical Monthly Report and reporting it to head.
- Worked as a team and take a responsibility for a task.

### Head Cashier Vishal Mega Mart - Retail Store

04/2019 - 08/2019

Vapi/ Gujarat

*Achievements/Tasks*

- Handling Cash Management such as Cash Bonus, Petty Cash and counter management. Maintaining Store accounts.
- Fullfilling the customer services regarding the products.
- Handling ground level work.

## SKILLS

Advance understanding of basic MS Office such MS Excel, MS Word, MS Powerpoint, Outlook.

Advance understanding of Zoho Sales IQ, Zoho CRM, Zoho Analytics.

Organizational Skills

## EDUCATION

### BSc Mathematics

SSR College of ACS affiliated by Savitribai Phule Pune University

07/2018 - 07/2021

Silvassa, Dadra Nagar & Haveli

Courses

- 2021, BSc Mathematics from SSR College of ACS affiliated by Savitribai Phule Pune University.

### HSC Science

Upasana Lions School affiliated to Gujarat State Education Board

03/2018

Vapi, Gujarat

HSC Science

- 2018, HSC(Science) qualified from UPASANA LIONS SCHOOL VAPI recognised from GUJARAT STATE EDUCATION BOARD.

### SSC (Secondary School Exam)

Upasana Lions School affiliated to Gujarat State Education Board.

03/2016

Vapi Gujarat

Courses

- 2016, passed Secondary School Exam from Upasana Lions School affiliated to Gujarat State Education Board.

## ACHIEVEMENTS

Winner at District Level - Volleyball (2016 - 2019)

Winner at District Level Volleyball in Khel Mahakumbh from 2016-2019.

Bronze Medalist at National Volleyball in Championship. (10/2018)

• **Bronze Medalist in Volleyball at National Volleyball Championship held at Panchkula in 2018.**

Represented Gujarat State at Rocball Amateur Federation Championship-2018. (10/2018)

Represented **Gujarat state** in Rocball at **ROCBALL AMATEUR FEDERATION CHAMPIONSHIP held at SONIPAT HARYANA** in 2018.

2nd Runner Up in Volleyball at All India University. (09/2018)

2nd Runner Up in Volleyball at All India University by representing SSR College of ACS at Nashik in 2018.

Runner Up in State Level Essay Writing Competition. (11/2017)

Won 2nd Prize and amount of 7000 in State Level Essay Writing Competition category in English in **ANKLESHWAR** organised by **SRICT** in 2018.

Runner Up in State Level Essay Writing Competition. (11/2017)

Won 2nd Prize and amount of 7000 in State Level Essay Writing Competition category in English in **ANKLESHWAR** organised by **SRICT** in 2018.

Gold Medalist in Hockey 2015 (2015)

• **Gold medalist in Hockey at Gujarat State Khel Mahakumbh in 2015.**