



# ANAHITA SINGH

## CONTACT ME

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## ABOUT ME

I am a student who is aspiring to become a clinical psychologist. I consider myself a responsible and an organized person. I love engaging with people from all walks of life. This has helped me be open to new adventures and broaden my creative horizon. Some of my hobbies include art, music, and linguistics.

## LANGUAGE

Native English.  
Advanced Spanish.  
Hindi.

### ➤ UNIVERSITY ADMISSIONS INTERN MIDDLESEX UNIVERSITY, FROM: SEPT - JAN 2024-5

- Engaged with prospective students through phone and email to encourage their enrollment for the upcoming academic year.
- Guided students and parents in selecting course programs, visa process, financial plans and scholarships and creating academic plans.
- Resolved customer inquiries and issues promptly through phone and email communication.
- Facilitated accurate data entry and meticulous documentation for student applications.

### ➤ PRODUCT DEVELOPMENT INTERN RANGE INTERNATIONAL PROPERTY INVESTMENT, FROM: JULY - AUGUST 2024

- Brainstormed and developed a range of creative concepts aimed at refining product development strategy.
- Advocated for enhancements that resonate with user preferences and respond to emerging market demands.
- Engaged in extensive collaboration with data analysts and software engineers, meticulously tracking and addressing any errors in the software systems.
- Facilitated the implementation of effective solutions to ensure the overall quality and reliability of the product.

### ➤ BEST DIPLOMAT MODEL UNITED NATIONS VOLUNTEER BEST DIPLOMATS MUN, FROM: MAY 2023

- Welcomed delegates from around the world and assisted with registration processes.
- Managed inquiries and complaints by delegates regarding hotel stays, event itineraries, and such concerns.
- Assisted the event judges and VIPs by facilitating communication between them and the delegates.
- Coordinate overall event resources such as logistics, stationery, and corporate gifting.

### ➤ EVENT MANAGEMENT INTERN ALYX SOCIETY , FROM: FEB - SEP 2023

- Assisted in the planning and execution of corporate events, including conferences, seminars, and workshops.
- Supported the coordination of event logistics such as venue selection, catering, audiovisual equipment, and transportation.
- Provided on-site support during events, ensuring smooth operations and attendee satisfaction.

### ➤ CLASSROOM ASSISTANT SABARI INDIAN SCHOOL, FROM: DEC 12TH - 27TH 2022

- Assisted the classroom teacher in creating a positive and engaging learning environment for students.
- Provided one-on-one support to students with their assignments, ensuring understanding and progress.
- Assisted in organizing and implementing classroom activities, including group projects and educational games.
- Maintained classroom discipline and fostered a safe and inclusive space for all students.