

ANJALI MARELE

Finance & AI Support Specialist

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PROFESSIONAL SUMMARY

Detail-oriented M.Com postgraduate with an academic foundation in accounting and finance, remote freelance experience as an AI Language Trainer; additional data-related projects, and prior customer-facing experience at HDFC Bank. Seeking freelance projects involving Excel, Google Sheets, financial data entry, invoice and expense tracking, data cleaning, MIS reporting, and accounting support. Strong attention to detail, structured working style, and ability to follow detailed instructions and quality standards.

FREELANCE SERVICES & CORE SKILLS

Target Freelance Services

- Excel and Data Entry Specialist
- PDF-to-Excel Data Conversion
- Data Cleaning and Organizing
- Invoice and Expense Tracking
- Sales, Payment, Expense, and Invoice Tracker Development
- MIS / Reporting Assistant
- Finance and Accounting Assistant, Bank Reconciliation Support

Tools & Skills

- MS Excel, Word, PowerPoint
- Google Sheets
- Tally (Basic)
- Data Management
- AI Data Annotator, Prompt Evaluation, Labeling and Language Trainer
- Web Research

PROFESSIONAL EXPERIENCE

AI Language Trainer (Freelance) | Outlier AI | Jul 2025 - Present

- Evaluate AI-generated responses for quality, relevance, safety, and factual accuracy
- PDF-to-Excel data conversion, Prompt evaluation, response ranking, rewriting, & language-data annotation
- Review Hindi, Gujarati, and English tasks while following project-specific guidelines
- Work remotely with strong attention to detail, consistency, confidentiality, and quality benchmarks

Telecaller - Insurance Sales | HDFC Bank Ltd. | May 2012 - Jul 2012

- Handled outbound customer interactions and explained insurance products using approved scripts
- Maintained accurate customer communication and service quality while supporting sales activities

EDUCATION

- M.Com - Gujarat University, 2013
- B.Com - Gujarat University, 2011

LANGUAGES

- Hindi – Native
- Gujarati – Fluent
- English – Professional Working Proficiency