

MAHIMA PANCHAL

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Skills

- MS Excel
- Internet and Email
- Computers & Word Processing
- Graphics & Multimedia
- Spreadsheets

Experience

Junior Funding Specialist, Scalekit Funding | January 2024 – Present

- Manages the funding process by assisting clients with onboarding, documentation, and credit repair.
- Serves as a key point of contact, ensuring smooth communication between clients and funding teams.
- Reviews financial documents to assess eligibility and facilitate funding approvals.
- Provides customer support, answering inquiries regarding loan applications, terms, and funding options.
- Ensures compliance with funding requirements and company policies.
- Collaborates with internal teams to streamline funding procedures and improve client experience.
- Tracks and updates client progress in CRM systems, ensuring accuracy in records and reporting.

Social Media Agent, Shivam Nritya Kala Kendra | November 2024 – Present

- Creates content, manages client interactions, and grows social media engagement.

Co-founder, Thread by Thread, Digital Platform | October 2020 – Present

- Manages order fulfillment and customer service.
- Develops digital marketing strategies.
- Runs an online business via Instagram.

Marketing Head Intern, In2ition Magazine, San Jose | June 2022 – July 2022

- Developed Instagram posting strategies and content.
- Met weekly deadlines and engaged in social media marketing.
- Wrote articles for the magazine.

Intern Strategist for a Fashion Designer, The Fourth Musketeer, Digital Marketing Agency | January 2022 – March 2022

- Created Instagram marketing strategies and developed engaging content.
- Managed social media engagement and met weekly deadlines.

Education

San Jose State University

Business Administration, International Business | August 2020 – May 2025