

**SHEETAL K. KANTHARIYA**

Jesento Pareira House, Kranti Nagar,  
Behram Baug Road, Jog(w), Mum -102  
☎ 8082292782

Email id : [sheetalk282@gmail.com](mailto:sheetalk282@gmail.com)

**Personal Profile**

Date of Birth : 26 -Dec-1993

Gender : Female

Religion : Hindu

Marital Status : Unmarried

Hobbies : Travelling & Listening Music

Languages : English, Hindi, Gujarati & Marathi

**Education**

[Mar-14] - [B.Com] - [Mumbai University] - [First Class]

[Feb-11] - [H.S.C] - [Maharashtra Board] - [First Class]

[Mar-09] - [S.S.C] - [Maharashtra Board] - [First Class]

**Computer Proficiency**

**Application Package:** -Sound Knowledge of MS-Office  
MS-Excel, MS Power Point Presentation and Internet surfing

**Accounting Package:** - Tally ERP 9.2

**Training & Certification**

**Indian Institute of Training & Development**  
Certificate of Participation at the Workshop on  
"Effective Managerial Skills"  
Place: - Pune, Date: - 25<sup>th</sup> Feb, 2017

## **Work Experience**

**[Apr-2018 to Presently] [Personal Assistance]**

### **[Yellow soul Healing]**

- Scheduling Appointments
- Attending Inbound & Outbound calls
- Interacting with clients
- Solving clients queries on phone & Mail
- Maintaining Clients Records
- Handling Cash Outlet & online Transactions
- Social Media Handler (Whatsapp, Facebook, Instagram etc.)

**[Nov-2014 to Feb-2018] [Office assistance / Junior Clark]**

### **[Kiyosh Electronics]**

#### **Experience in Sale, Purchase and General Accounting activities**

- Prepare Sales Invoice, Dispatch details, Covering letter & Pro forma Invoice
- Preparing Purchase Order for inward of material, booking the invoice in TALLY
- Handling Petty Cash & Cheque payments of party transactions
- Preparing Bank Reconciliation Statement (monthly basis)

**[Jun-14 to Sep-14 ] [Customer Support Staff] [Mumbai Metro 1]**

- TIM(E) Machine Operator
- Selling Metro Travel Cards
- Having a knowledge of an Announcer in metro trains

## **Declaration**

I am also confident of my ability to work in a team. I hereby declare that the above mentioned information and statement made in this application are true and complete to the best of my knowledge and belief.

**Date:**

**Place: Mumbai**

**(SHEETAL K. KANTHARIYA)**