

SHEETAL K. KANTHARIYA

Jesento Pareira House, Kranti Nagar,
Behram Baug Road, Jog(w), Mum -102
① 8082292782
Email id : 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: - 25th 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 Clerk]

[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)