

Resume

Sheetal Chauhan
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OBJECTIVE

Eager to leverage my quick typing skills and database management knowledge towards achieving the department's goal.

SKILLS

Excellent communication and interpersonal skills ability to work under pressure
Quick learner Attention to detail Self motivation Basic computer skills Time management

EXPERIENCE

Data entry operator	Military engineer service hisar accurately input, update, and maintain data within computer systems and databases.
Front desk billing executive	Silver streak hospital handling the financial aspects of patient care, ensuring accurate and timely billing for services rendered.
Sales executive	Maison infratech Pvt Ltd Provided expert advice to clients on market trends and pricing strategies."

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
10th	Sainik High school	86%	2020
12th non medical	Government sr.sec.school (satrod khurd) hisar	70%	2022
Bachelor of arts	IGNOU		June 2025

ADDITIONAL PERSONAL INFO

Address	Sohna
Languages	English, hindi
Date of Birth	12-02-2004
Marital status	Unmarried

Nationality

Indian

Religion

Hindu

Gender

Female

DECLARATION & SIGN

I declare that the information presented in this resume is true and accurate to the best of my knowledge. I assure you that my experience, skills, and qualifications meet the requirements of the job and I am committed to making a positive contribution to your organization.

Sheetal