

Harsheen Sethi

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PROFESSIONAL SUMMARY

Energetic and goal-oriented graduate with excellent communication and interpersonal skills, seeking a dynamic role in business development. Skilled in engaging with clients, handling outreach, coordinating events, and managing day-to-day operations. Eager to grow in a collaborative environment and contribute to business growth through effective lead handling and client servicing.

SKILLS SUMMARY

- **Communication:** Fluent in English (spoken & written), confident speaker
- **Client Engagement:** Lead follow-up, onboarding, relationship building
- **Sales Understanding:** Negotiation, pitching, and closing potential deals
- **Teamwork & Coordination:** Experience managing college-level events and teams
- **Tools & Software:** MS Excel (Basic), Google Sheets, Email, CRM (Learning)
- **Social Media:** Instagram, Facebook for promotions and engagement
- **Time Management:** Punctual, organized, and efficient in task execution
- **Initiative & Problem-Solving:** Quick decision-making during dynamic situations

EXPERIENCE

Dhillon & Associates (under Chartered Accountant)

July 2024 – Sep 2024

- Worked under a Chartered Accountant, gaining hands-on exposure to accounting and corporate compliance.
- Practiced essential MS Excel skills including data entry and tabular data handling.
- Assisted with the preparation of MCA (Ministry of Corporate Affairs) forms and ROC filings.
- Developed a strong understanding of documentation standards, regulatory procedures, and client communication in a professional setting.

SKILLS LEARNT

Secretary, College Society

- Led planning and execution of college events, coordinating with 10+ stakeholders.
- Secured sponsorships, prepared proposals, and managed event budgets.
- Recruited and managed student teams; ensured timely task completion.
- Promoted events through social media campaigns, increasing visibility and participation.
- Built strong negotiation and public speaking skills through regular engagement activities.

EDUCATION

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| • Mata Sundri College, University of Delhi
Bachelor of Commerce (Hons) | New Delhi, India |
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