

# Sheetal Kapoor

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## || Objective

I want to succeed in an environment of growth and excellence to meet personal and organizational goals.

## || Profile Summary

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- Driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality results
- Skilled in managing multiple priorities with a genuine interest in personal & professional development
- Endowed with a passion for winning as evinced through excellence in academic achievements
- Quick learner & highly energetic with a keen aptitude for learning and applying new knowledge resourcefully
- A forward thinking person with strong communication, analytical & organizational skills; well organized with a track record that demonstrates self-motivation & creativity to achieve corporate & personals.

## || Education

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- Graduation from Delhi University (BA Programme) in 2016
- 12<sup>th</sup> from CBSE in 2012
- 10<sup>th</sup> from CBSE in 2010

## || Employment History

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- **VFS GLOBAL SERVICES PVT LTD** as **Submission Officer** for 6 months (December 2019 – June 2020)

### Duties:

Accepting applications from applicants, Visiting embassy to retrieve passports, Front desk officer

- **HAYS BUSINESS SOLUTIONS** as **Associate** post for almost 2 years (August 2017 - July 2019)

### Duties :

Managing spreadsheets and maintaining data accuracy to ensure availability for managers and decision.

Raise candidate job and placement as per client request on 3SS.

Compiling spreadsheet capturing key data related to company's active contracts.

Create visa reports of the candidate.

Book hiring manager engagement call.

Making dashboard of the reports.

- **ALLSEC TECHNOLOGIES PVT LTD** as **Customer Executive** for 2 years ( November 2014 – November 2016 )

### Duties :

Selling packages to credit card holders.

Providing assistance to customers over call.

## || Academic Achievements

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- Diploma of information technology from **NIIT** (2012 – 2013).

## || IT Skills



- MS Office (Excel & Word) and Internet Applications

## || Personal Details



**Date of Birth:** 29<sup>th</sup> June 1993  
**Languages Known:** English and Hindi

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