Increase your bottom line by using my time!

At Servcorp we aim to make your business life just a bit easier! **Introducing Sheetal Mahankal your Personal Assistant.**

Please find my areas of expertise below. I look forward to assisting you.

My skills at a glance

Typing • 50-60 WPM

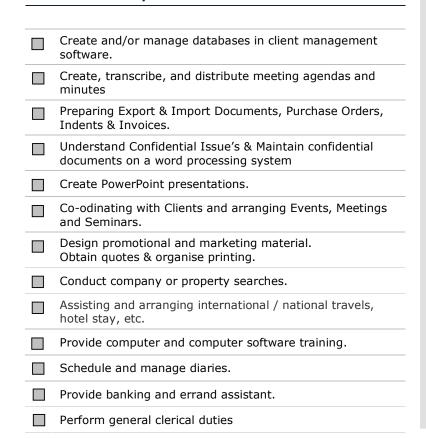
Software knowledge

• Advanced Microsoft Word
• Advanced Microsoft Excel
• Advanced Microsoft PowerPoint
• Advanced Microsoft Outlook / Outlook
Express
• Advanced Apple MAC / Mail
• Internet research
• Tally

Previous experience

- 9 years Personal Assistant
- 3 years Hospitality / Administration

How I can assist you?





My contact details Vibgyor Towers, Level 7 & 8 Block G, Plot C62, Bandra Kurla Complex, Bandra East 400 051 Mumbai. India T | 022 - 40907002 F | 022 - 40907070

E snrsecbkc@imperialservcorp.com

Should you have any other requirements not listed above please contact me, as Servcorp has a wealth of experienced team members to meet your business needs.

