

# 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?

- ☐ Create and/or manage databases in client management software.
- ☐ Create, transcribe, and distribute meeting agendas and minutes
- ☐ Preparing Export & Import Documents, Purchase Orders, Indents & Invoices.
- ☐ Understand Confidential Issue's & Maintain confidential documents on a word processing system
- ☐ Create PowerPoint presentations.
- ☐ Co-ordinating with Clients and arranging Events, Meetings and Seminars.
- ☐ Design promotional and marketing material. Obtain quotes & organise printing.
- ☐ Conduct company or property searches.
- ☐ Assisting and arranging international / national travels, hotel stay, etc.
- ☐ Provide computer and computer software training.
- ☐ Schedule and manage diaries.
- ☐ Provide banking and errand assistant.
- ☐ Perform general clerical duties



#### My contact details

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**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.**