

# SHEETHAL S

## ASSISTANT MANAGER

Sapthagiri College,  
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### OBJECTIVE

To gain and utilize my knowledge and skills in favor of company for mutual development and to create my career in the field of Tax and develop my abilities in favor of company's goal and mission.

### EDUCATION —

B.COM - Finance and  
Taxation  
2016-18 – 77%  
Certified in GST

II PUC – CEBA  
2015 – 86%

SSLC – 2013 – 80%

### EXPERIENCE

*June 2018*  
Credit Underwriter at Namastecredit

*2020-2021*  
Lead Credit Underwriter at Namastecredit

*2022- Till Date*  
Assistant Manager (Underwriting Department)

### KEY SKILLS —

- Business process improvement
- Team Leading and Management
- Multi-tasking
- Communication
- Problem Solving
- Strategic Planning
- GST

### LANGUAGE KNOWN

- English
- Kannada
- Hindi
- Tamil
- Telugu

### COMMUNICATION AND LEADERSHIP

- Preparation of Scope of work for different client
- Handling the POC's of new clients, understanding different formats and requirements and delivering the output accordingly.
- Meet the client to understand the process and help smooth onboarding.
- Co-ordinate and follow up with tech department to automate the process which has reduced the manual effort significantly.
- Co-ordinate with client during escalation
- Responsible for TAT and Quality of the team for each case
- Conduct weekly/monthly meeting to give their ideas and feedback.
- Training the teams on the process and keep the info Up-to-date
- Analyzing Individual/Companies Bank statements to know the Credit worthiness of Company
- Analyzing ROC, KYC, RTR, Cibil, GST details of the Company.
- Analyzing the Financial Statement of Individual/Company.