

PALAK CHEVLI

Date of Birth: 31-October-2005 **Gender:** Female **Known Languages:** Gujarati, Hindi, English.
Marital Status: Unmarried **Nationality:** Indian

 +91-9023108301  G-4 , G.P. Park Society, Gandhi Kutir, Near Udhna-Magdalla Road, Bhatar, Surat, Gujarat.  palakchevli3113@gmail.com



PROFILE

Actively seeking a position with a tech startup to connect multiple databases utilizing SQL and Excel for small and quick analytics. Strong ability to discover and synthesize information and communicate findings clearly and concisely in support of business initiatives.



EDUCATION

2022 - 23

GSHEB

HSC - Higher Secondary Certificate

Passed from Sheth Dhanjisha Rustamji Umrigar Memorial School - Surat
Percentage: 72 % - Grade B1

2025 - 26

VNSGU

B.Com - Bachelor of Commerce

Passing From DRB Commerce College - Surat
First Year: Second Class [SEM-1 GPA: 5.36, SEM-2 GPA: 5.82]
Second Year: Second Class [SEM-3 GPA: 6.09, SEM4 GPA: 5.91]
Third Year: Running



EXPERIENCE

2022 to 2024

Meesho

E-commerce Executive

- Serves as the primary contact for customers, assisting with order inquiries and dispatch/deliveries ensuring a positive experience.
- Overseeing order fulfillment processes, coordinating with fulfillment and logistics teams for timely delivery, and managing inventory levels.
- Working closely with other departments like marketing, sales, customer service, and logistics.



SKILLS

- Excel / Power Point
- Analytics
- Communication
- Teamwork
- Problem Solving
- Innovation
- **Programming Language:**
Python / SQL / HTML



PROJECT

HR Attrition Dashboard