

# 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

<b>2022 - 23</b> GSHEB	<b>HSC - Higher Secondary Certificate</b> Passed from Sheth Dhanjisha Rustamji Umrigar Memorial School - Surat Percentage: 72 % - Grade B1
<b>2025 - 26</b> VNSGU	<b>B.Com - Bachelor of Commerce</b> 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
<b>2025 - 26</b>	<b>Data Analytics Course</b> From TOPS TECHNOLOGIES INSTITUTE - Surat



## EXPERIENCE

<b>2022 to 2024</b> <b>Meesho</b>	<b>E-commerce Executive</b> <ul style="list-style-type: none"><li>Serves as the primary contact for customers, assisting with order inquiries and dispatch/deliveries ensuring a positive experience.</li><li>Overseeing order fulfillment processes, coordinating with fulfillment and logistics teams for timely delivery, and managing inventory levels.</li><li>Working closely with other departments like marketing, sales, customer service, and logistics.</li></ul>
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## SKILLS

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



## PROJECT

HR Attrition Dashboard