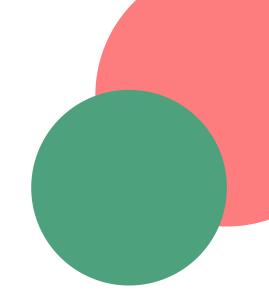
# SHWETA RAWAT

Office Assistant



# **PROFESSIONAL PROFILE**

Skilled Office Assistant and Computer Operator with more than 3 years experience coordinating, planning, and supporting daily operational and administrative functions.

# **CONTACT DETAILS**

- Mobile: +91 9557958682
- shwetarawat.111@gmail.com
- HN 195, Guru Hargobind Nagar, Phagwara

# **QUALIFICATIONS**

Over three years of service preparing well-researched and accurate documents, managing busy calendars, and efficiently handling daily office tasks.

# **WORK EXPERIENCE**

#### Office Assitant

Quatec - Thane East Mumbai (2008-2009)

- Provide administrative support to the CEO and other members of the executive team.
- Maintain CEO's calendar -- plan meetings, teleconferences, and travel

# **Computer Operator**

Polygon Chemicals - Dehradoon (2009-2011)

- Supported firm's senior partner.
- Handled bank deposits and other accounting documents.
- Planned and coordinated PR initiatives, business events, and more.

# **SKILLS AND ABILITIES**

- Great communication and interpersonal skills
- Administration and Organisation
- Good Soft Skills
- Motivated

# **EDUCATION**

# MS-CIT (MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION)

- MS Word, Excel & PowerPoint
- Tally 7.2

# **Kanpur University**

Graduated Class of 2001