

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.

SKILLS AND ABILITIES

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

WORK EXPERIENCE

Office Assistant

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 - Dehradun (2009-2011)

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

EDUCATION

MS-CIT (MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION)

- MS Word, Excel & PowerPoint
- Tally 7.2

Kanpur University

Graduated Class of 2001