**OBJECTIVES**

# SHEETAL PAL

## H.NO-17 Street no.12, Shivpuri Sector-9, Vijay Nagar Ghaziabad 201009

DIST: GHAZIABAD, U.P.

## Phone: +917827742494

[E-mail:kajal.pal.sheetu@gmail.com](mailto:kajal.pal.sheetu@gmail.com)

* To obtain a position where I can better assist a guest with a knowledgeable helping hand accompanied by a warm and friendly smile. I am eager to contribute my creativity and hard work towards the success of the organization and to the growth of this fast developing field and to enhances my career.

SHEETAL PAL

## E D U C A T I O N Q U A L I F I C A T ION

* Completed Graduation in **BA** from **CSS University, Meerut. (2012)**
* Completed **Higher Senior Secondary School Examination** from U.P. Board
* Completed **Senior Secondary School Examination** from U.P. Board

## EXPERIENCE

* + Currently Working as **Sales Coordinator** in **Hi-Tech Equipments.**
  + 6.5 years’ experience as **Sr. CUSTOMER CARE EXECUTIVE** in EXL Services Pvt Ltd, NOIDA
  + 3yearsexperience as **CUSTOMER SUPPORT ASSOCIATE** in Tech

**Mahindra** BPO

## POSITIVE ASPECTS

* Ability to work individually or in a team.
* Better organization skills and communication skills, both verbal and in writing.
* Highly motivated and perseverance towards personal and organizational goals.

## PERSONAL SKILLS

* Working on **SAP ERP**- Amend the invoice, Generated the Bill, and Install and Remove progress through **SAP**.
* Good Convincing Power• Communication
* Hard Worker• Work Under Pressure
* Quotation Generate• Administration
* Purchase Order Generate • Operations Management
* Email Handling• Customer Support
* Microsoft Excel/Word• Skilled Multi-Tasker
* Assisting with the management of daily operational activities.
* Performing administrative tasks, such as making travel arrangements, scheduling meeting etc.
* Managing office supplies and keeping record.
* Arranging and assisting with on boarding of new correspondents.
* Planning and organizing events, trainings and engagement activities for correspondents.
* Machine and Parts Inventory.
* Preparing and maintaining documents and reports.

## P E R S O N A L D E T A I L S

Date of birth : 02 July 1988

Husband’s Name : Mr. Vikas Kumar

Age : 34

Marital status : Married

Language known : English & Hindi

## D E C L A R A T I O N

I declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

# Place(GHAZIABAD)