

**Sheetal Rawat**  
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## OBJECTIVE

*To pursue a challenging career and be a part of progressive organization that gives opportunity to enhance my knowledge and utilizing my skills towards the growth of the organization.*

## WORK EXPERIENCE

### **Blueant Finserv Pvt. Ltd.**

**Executive Assistant, Dec 2024 to till date**

- Assisting the MD with day-to-day activities.
- Scheduling, coordinating, and managing the calendar, including meetings, appointments
- Managing information flow between the employees, external vendors and MD.
- Coordination and follow ups with the team internally.
- Handling portfolios of investors which includes all transactions and different report
- Prepare different reports as requested by management
- Organizing and maintains filing of confidential information or personal data.
- Vendor management.
- Provide general administrative support.

### **Fluence Meditek LLP**

**Asst. Manager Operations & Marketing, Nov. 2023 to Aug. 2024**

- Supporting the CEO in daily operations
- Making travel arrangements, hotel bookings, and scheduling meetings while maintaining records
- Handling confidential documents and filings
- Managing day-to-day operations for orders (invoicing, labeling, dispatch, delivery)
- Overseeing goods and inventory
- Following up with vendors to expedite the delivery of ordered goods and services
- Keeping records of goods and services, ensuring reconciliation with the invoices
- Compiling monthly sales and stock reports
- Ensures timely payment of vendors and employees' expenses
- Following up on orders and payments
- Managing all social media platforms and updating the website
- Organizing and maintaining office administration tasks

**Ultra International UK Ltd.**

**Consultant, April 2021 to Aug. 2023**

- Dealing with procurement team
- Handling sampling and inventory
- Taking care for the day-to-day operations related to sample (Labeling, dispatch, follow ups)
- Taking care for the documentation part requested(customized) by the customers about the products
- Assisting the marketing team/managers with their requirements for paperwork
- Taking care for the new amendments updating for the documents
- Dealing with the relevant authorities for the approval of the documents
- Maintaining all the records about the sample stock available
- Prepared Master data about the products and customers for easy reference
- Organized files to support efficiency and traceability

**E-Pack Polymers Pvt. Ltd.**

**Executive Assistant, Nov 2019 to July 2020**

- Assisting the Director with day-to-day meetings and schedules.
- Scheduling meetings and appointments for the director.
- Managing information flow between the employees, external vendors and director.
- Coordination and follow ups with the team internally.
- Make travel and accommodation arrangements
- Organizing and maintains filing of confidential information or personal data.
- Vendor management.
- Provide general administrative support.

**Alchem International Pvt. Ltd.**

**Admin Executive, August 2012 to March 2019**

- Assisted associated departments with clerical and administrative support.
- Managing the sales team (Attendance, performance, information flow, follow ups ,expenses)
- Assist HR manager for Sales team reporting, induction, documentation.
- Coordinate with the existing stockist's and listing the new whenever required/requested.
- Maintaining and compiling the monthly sales report from the stockists
- Provide the sales team with all the support related to samples, studies, etc.,
- Assisting VP sales with his day-to-day operations.
- Coordination with production, packaging and logistics for samples and products.
- Taking care for the sample and product dispatch
- Taking care for the invoicing and day to day Online sale and order delivery.
- Taking care for all customer queries
- Inventory Management
- Dealing with Accounts department
- Managing all the Online portals (Amazon, Nykaa, Img, Clickoncare etc.)
- Dealing with production department about stock updates
- Prepared a master data file about the existing and new customers.

## ***EDUCATION***

1. *Matriculation passed from C.B.S.E in 2004.*
2. *Intermediate passed from C.B.S.E in 2006.*
3. *B.A. from Delhi University in 2009.*

## ***PERSONAL DETAILS***

*Father Name* : *Yashwant Singh Rawat*  
*Date of Birth* : *27/12/1988*  
*Known Languages* : *Hindi and English*

I hereby acknowledge that the above information given by me is true & best of my knowledge.

Date: / /

Place: