

**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: