# Sheetal

# Sheetal.333067@2freemail.com

# Personal Statement

As an adaptable and responsible Professional, I am seeking further work opportunities in the Corporate, to utilize the Organizational, Financial & Auditing, Taxation and Communication Skills developed through the experience gained till date.

I am self-motivated, result oriented with well-developed Organizational and Financial Management, Human Resource Management and Training and Development skills combined with a flexible attitude to work and deliver desired results.

# Work Experience

**Financial Management Executive** (September 2015-October 2016)

# Naredi & Company, Pune, India

**Work Description:**

**Direct & Indirect Taxation:**

* + - Responsible in various aspects of Direct and Indirect Taxation like TDS, Income Tax Returns, Service Tax, Value Added Tax.
		- Responsible for posting financial details of clients in the Taxbase and its approval and verification.
		- Have gained knowledge about registration procedures and filling of returns of various taxes including Excise duty, Service tax, Value added tax etc,.

# Accounting and Finance:

* + - Preparation of Financials of limited and private limited companies such as Balance Sheet and Profit and Loss account.
		- Responsible for data entry in Tally ERP.

**Soft-Skills Trainer** (May 2014-September 2015)

# Independent (Free-Lance)

**Work Description:**

* Developing a network of clients and providing them with best training outcomes.
* Developing suitable contents, reference materials, training hand-outs and creating effective modules for clients as per their requirement.
* Conducting Training Need Analysis and working on GAP Analysis for professionals for suggesting and providing accurate training solutions.
* Delivering sessions on Professional, Personal, Interpersonal, Communication, Creativity, Influencing and Negotiation skills to the trainees in the mode of seminars and open workshops.

# Work experience:

* Conducted Outdoor Training in a Stay-Program for adolescents on the topics such as examination stress management, effective decision making skills, leadership and team building, overcoming mike fright and public speaking.
* Conducted workshops on Fluent English Speaking, Personality Grooming and Interview skills for government local authorities. (Pune)
* Delivered training sessions on Customer Care for various retail, engineering, hospitality and builder lobby sector.

**Proprietor** (Sept 2011-April 2014)

# M/s. Beyond Limits Institute, Pune, India Key responsibility area:

* Responsible for organizing sessions and learning resources to create a positive learning environment for the trainees.
* Tie-Ups with Institutions, Client/Lead generation & business development.
* Training and coaching for soft-skills, business language and personnel development.
* Preparing adequate materials, teaching aids and conducting sessions for various other Client Institutions.
* Facilitating the training staff and planning for task co-ordination.
* Planning & delivering well-structured lessons which engage & motivate students.
* Working closely with the Competitive Intelligence team to make sure that all key staffs are kept as informed as possible.
* Keeping & managing accurate book of accounting, records of discussions and correspondences of the employees for an effective code of conduct.