**SHEELA**

**SHEELA.368068@2freemail.com**

# C:\Users\Sheela Sharma\Desktop\7875219789.jpg

**Executive Summary**

* Outstanding verbal and written communication skills.
* Able to develop, maintain and strengthen business relationships with clients.
* Advance knowledge of various computer systems including MS Office Package & Internet.
* Possessing exceptional analytical skills as well as time management and multitasking skills resulting to effective operational excellence.
* Outstanding track record of providing administrative support to the senior management and effectively handling client quires.
* Dedicated professional with personable approach and results-driven focus.
* Strong work ethic, professional demeanor and great initiative.

**Areas of Expertise**

* Reception area management
* Filing, faxing and mailing
* Maintain office filing and storage systems
* Retrieve information when requested
* Presentation Development
* Good Communication skill
* Telephone Skill
* Client Relations
* Microsoft Word, Excel and PowerPoint,
Autocad2D, GIS software knowledge,
interest to learn more applications

**Work Experience**

**Project Assistant Feb 2014 to March 2017**

Council of Scientific and Industrial Research (CSIR) - National Institute of Oceanography, Goa- India

* Create specific strategies for easier and effective execution of projects.
* Keep records of all information related to project for documentation, clarification and presentation to management.
* Schedule the tasks and prepare report summaries.
* Compile data and submit the complete report to the client.
* Obtain estimates and complete documentation reports for deferred maintenance projects.

**Office Assistant June 2013 to Feb 2014**

DMS Services- Goa, India

* Receive all incoming correspondence and packages and route to correct recipient.
* Log phone messages into computer system and email to staff.
* Call clients to schedule appointments and follow up visits.

**Professional Achievements**

# Research Papers

# Textural Characteristics and Morpho-Sedimentary Environment of Foreshore Zone along Ganpatipule, Maharashtra, India; [Sheela Sharma](http://www.tandfonline.com/author/Sharma%2C%2BSheela), [V. Sanil Kumar](http://www.tandfonline.com/author/Kumar%2C%2BV%2BSanil) & [R. Gowthaman](http://www.tandfonline.com/author/Gowthaman%2C%2BR); Marine Georesources & Geotechnology; 2016.

* Characteristics of shallow water waves off the central west coast of India before, during and after the onset of the Indian summer monsoon, Amrutha, M.M.; Sanil Kumar, V.; **Sharma, S**.; Singh, J.; Gowthaman, R.; Kankara, R.S. Ocean Eng.: 107; 2015; 259-270.

**Poster presentation at International Ocean Expedition 50 (IO50) - 2016**

Coastal geomorphology and morphological changes along South Maharashtra coast, R. Gowthaman\*, **Sheela Sharma**, V. Sanil Kumar and T. R. Anoop, Ocean Engineering, CSIR-National Institute of Oceanography (Council of Scientific & Industrial Research), Dona Paula, Goa - 403 004 India.

**Academic Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Year | Qualification | Institution | Percentage |
| 2013 | M.Sc. (Geology) | Goa University | 69.05% |
| 2011 | B.Sc. (Geology) | Goa University | 70.9% |

**Interests**

* Physical Activities: Hiking, Camping.
* Leisure activities: Reading, Knitting, Cooking, Internet Surfing.

**References**

* Will be furnished on Request

*I, hereby declare, that the above information is true to the best of my knowledge and belief.*