



SWATI SHETTY

Human Resource Aspirant



+91 8652871355



swatishetty2022@gmail.com



Kurla (W) , Mumbai -70

LinkedIn - Swati Shetty

EDUCATION

Bachelor of Commerce-A&F
S.M. Shetty College (Powai)
2020- 2023

Higher Secondary Education
S.M. Shetty College (Powai)
2018-2020

SKILLS

- Sales Fundamentals
- Proficiency in Zoho CRM
- Communication and Managerial skills
- Team work , leadership and volunteering skills

LANGUAGE

English
Hindi
Marathi
Tulu
Kannada

About Me

As a passionate and purpose-driven individual, I am currently pursuing my Post Graduate Diploma in Management (PGDM) with a focus on Human Resources. With a strong enthusiasm for Corporate Social Responsibility (CSR) and volunteering for causes close to my heart.

WORK EXPERIENCE

June 2023- September 2024

Indiana Bearings Pvt Ltd

Sales Administrator

- Coordinated follow -ups for Sales Team (Inside & Field both)
- Handled documentation, filing & Co-ordination with Quotation generation and Payment recovery team
- Utilised Zoho CRM for regular updates & reporting

Zen Entertainment

Cashier (Part Time)

- Managed billing and transactions as a cashier in a high-traffic entertainment zone
- Ensured smooth visitor experience through proactive assistance and service

Other Volunteering Work Experience

- Service provider at ODI Cricket- March 2023 at Wankhede Stadium Mumbai
- Volunteer at World For All Animal Welfare Ngo (Mumbai)

TRAININGS

National University Student's Skill Development (NUSSD) Programme

- Certificate course in Diploma in Banking and Financial services from TISS.
 - Leadership Training Programme organised by NUSSD- TISS (Deonar) on Jan - 2023
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ACADEMIC ACHIEVEMENTS AND ACTIVITIES

- Nss leader academic year 2021-2022
 - Represented college in University Level Nss Special camp March 2022
 - Best Parade Commander of the college (December 2024)
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CERTIFICATIONS

- NISM - Series -V-A: Mutual Fund Distributors Certification Examination, as required under the SEBI Regulations
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DECLARATION

I hereby declare that the information provided in this resume is true and accurate to the best of my knowledge.
