

## Mitali Mangesh More

Suncity Road, Sinhgad Road, Anand Nagar, Pune 411051  
7038350782 | mitalimmore333@gmail.com



### Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilise my skills and knowledge appropriately.

### Experience

#### Trainee

01/01/2021 - 15/02/2021

Vikarsh Stampings India Pvt Ltd

- Inventory Recordings

#### Trainee

21/01/2023 - 06/03/2023

SMCP & ASSOCIATES / CS Chetan Patankar

- Company related form filings on MCA Portal
- Drafting Notice, Agenda, Minutes, Board Resolution
- DSC Registration

#### Management Trainee

31/07/2025 - 05/07/2025

Atharva Life Consultancy

- Experience under finance consultant
- Udyam Registration
- Shop act license registration
- GST registration

#### Associate Consultant

06/11/2023 - Present

PEC ATTESTATION AND APOSTILLE SERVICES INDIA PVT. LTD.

- Consult clients kindly through calls and emails, ensuring smooth communication and convert them i to the business.
- Guide clients step-by-step through each document attestation and translation process.

- Send clear quotations, follow up thoughtfully, address client concerns.
- Verify documents, answer questions, and process applications efficiently.
- Coordinate with teammates, manage documentation and follow-up.
- Generating Proforma Invoice for Clients

## Education

Course / Degree	School / University	Grade / Score	Year
SSC	Renuka Swaroop Memorial Girls Highschool	80.40%	2017
HSC	MES Garware College Of Commerce, Pune	70.77%	2019
Bcom	MES Garware College of Commerce (SPPU)	82.04% (A+) CGPA : 8.47	2022

## Skills

Communication

Teamwork

Adaptability

Creative

Organized

## Personal Details

Date of Birth	03/05/2002
Marital Status	Single
Gender	Female

## Additional Information

- Cleared Company Secretary Foundation Programme in 1st Attempt
- Skilled in client relationship management and trust-building through consistent, solution-focused engagement.
- Proficient in drafting clear, professional business correspondence tailored to diverse audience.