



# SONI BULA



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## CAREER OBJECTIVE

To obtain a responsible position in a reputable organization where I can effectively contribute my skills, experience, and dedication. I aim to utilize my strong communication, organizational, and multitasking abilities while continuously learning and growing within the company. I am committed to performing my duties with professionalism, discipline, and integrity, and to adapt easily to new challenges and work environments.

## ACADEMIC CREDENTIALS

- **Higher Secondary**  
**Niveditha junior college Hyderabad.**

## EXPERIENCE

**Organization : Artes Middle East LLC Dubai(UAE)**

**Designation : Office Clark**

**Duration : Dec 2008 to Jan 2011**

**Organization : Green Coast Enterprises**

**Designation : Messenger & office assistant**

**Duration : Jan 2015 to till date.**

## Duties & Responsibilities

- Handling day-to-day office support tasks including photocopying, faxing, scanning, and documentation.
- Filing and organizing documents related to accounting such as BPVs (Bank Payment Vouchers), JVs (Journal Vouchers), cheques, payroll records, and bank statements.
- Depositing cheques and withdrawing cash from banks as required.
- Maintaining and organizing office files and records for easy accessibility.
- Supporting store management and inventory arrangements.
- Assisting the operations department with tasks related to food & beverage logistics and technician transportation.
- Preparing overtime (O.T) sheets for drivers using Microsoft Excel.
- Performed clerical duties such as managing correspondence, filing, and document control.
- Assisted in general administrative support for various departments.
- Supported daily office operations ensuring smooth workflow and coordination.

## DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

**SONI BULA**

## PERSONAL DETAILS

**Nationality:**  
**India**

**Date Of Birth:**  
**06/01/1983**

**Languages:**  
**English, Hindi & Telugu**

**Passport Number**  
**X5995046**

**Expiry Date**  
**12/04/2033**

**Visa Status:**  
**Employment**

## Skills

- Good communication skills
- Quick Learner
- Hardworking
- Believe in Discipline
- Easy adaptable to any kind of environment
- Multitasking
- Good team member
- Ability to work under pressure