



# Sonia Correia

ADDRESS: AL WASL BLDG, NO.07, ROOM 25, SHEIKH RASHID COLONY, AL QUSAIS 1 - DUBAI, UAE  
ID NO. 784-1985-8086888-7

## PROFILE

Administration In charge cum Personal Secretary for Engineering Firm for last 15 years. During the years have learned to handle the overall office management work, handling accounts and assisting the clients with their work. I'm very much adaptable in these fast changing environment and give my best to perform with the duties assigned.

## WORK EXPERIENCE

Administration In charge cum Personal Secretary  
- Er. Jacinto Ernesto Moniz.  
January 2007 - November 2022.

- \*Oversee a variety of administrative and clerical support.
- \*Oversee daily office mail, supplies and equipment.
- \*Provided guidance to staff on administrative matters.
- \* Preparation of tenders, comparative statements, work orders, consultancy agreements, construction contracts.
- \* Handling overall office management work.
- \* Dealing with the clients.

## PERSONAL DETAILS

Phone No: 0971501769356  
Date of Birth: 5th August 1985  
Gender: Female  
Email id: baby5sonia.sc@gmail.com  
Marital Status: Married  
Nationality: Indian

## SKILLS

**Very good communication skills**

**Ability to work in a team**

**Ability of time management**

**Good at Customer service**

**Fast learner**

**Decision making**

**Leadership**

## EDUCATION HISTORY

Completed Graduation at Rosary College of Commerce and Arts Navelim, Goa, India with Second class grade.

Completed Schooling at Holy Trinity School Benaulim Goa India with First class grade

## COURSES

\* Diploma in Office Skills, STENODAC Commercial Training Institute  
June 2006- November 2006

\* Diploma in Computer Management, STENODAC Commercial Training Institute  
May 2006 - October 2006

## LANGUAGES

English, Hindi and Konkani

## HOBBIES

Baking, cooking, dancing and travelling.