SONICA MANDIKAR

To obtain a position where I can maximize my organizational and interpersonal skills and knowledge which will contribute my experience that will allow me to grow personally and professionally

Contact

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Al Raffa, Bur Dubai, Dubai, UAE

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onica-mandikar-9867182a0/

Education

BMS (Bachelor in Management Studies 2018-2021)

**The South Indian Association College of Higher Education
(Mumbai University, India)**

Expertise

- MS EXCEL (Pivot, VLOOKUP)
- MS WORD
- MYSQL
- PYTHON
- MICROSOFT POWER BI
- TABLEAU

Personal Details

**Nationality - Indian
Languages known - English, Hindi , Marathi & Konkani
Visa Status - Visit Visa (Expires on 14th Mar 2024)**

Experience

July 2021 - Jan 2022
VDBS Technology I Mumbai, India
HR Coordinator cum Admin

- Assist with recruitment activities & coordination of candidate assessments
- Schedule meetings & interviews, advertise vacancies in various job portals
- Maintain employee records & staff attendance
- Conduct orientation sessions for new staff
- Maintain and update reports with different information such as new hires, terminations, warnings, vacations and days off
- Provide general office support, including answering phones, greeting clients, managing office supplies and maintaining a well-organized and welcoming office environment
- Taking messages, scheduling appointments, preparing documents, mailing clients, making travel arrangements and paper filing

Mar 2022 - July 2022
Cloudstrats Technology I Mumbai, India
Project Management Officer

- Monitoring & tracking projects
- Creation of Blue Print and project plans
- Preparation of project reports
- Coordinate and schedule meetings
- Implementing Budget Plans
- Conducting tests on Project Results

Projects

MYSQL PROJECT:
Airline Booking Management System (Case Study)
ER-diagrams, Subquery, Joins and Views

POWER BI PROJECT:
Zomato User Rating Analysis
KPI, Slicer, Graphs, Gauge and Map

PYTHON MINI PROJECT:
Python Documentation
Jupyter Notebook