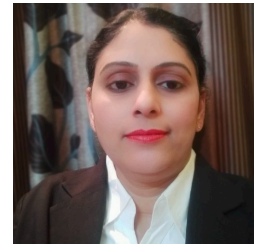


# SONAL BRAHMBHATT



## CONTACT

✉ sonal\_1884@yahoo.com  
☎ 971563772310/91701135240  
1  
📍 Yusuf 2 building near Thumbay hospital Ajman UAE

## SKILLS

Confidentiality Teamwork Payroll  
Record preparation Problem-  
solving abilities Administrative  
Support Calm and Professional  
Under Pressure POS systems  
expert Microsoft Outlook Fluency  
in both spoken and written  
English level 7 bands in IELTS  
Excellent interpersonal and  
customer service skills Ability to  
work in a shift environment PC  
based skills to operate Windows  
package (Microsoft  
Word/Excel/E-mail /tally)  
Frontline customer facing service  
Multitasking Time management  
Adaptability

## REFERENCE

**Meenakshi verma - IGD**  
Computer operator  
lokeshdeldhi85@gmail.com  
917042463234

## LANGUAGES

English  
Hindi  
Gujarati  
Marathi

## OBJECTIVE

Experienced front office and back office executive HR administrator with a proven track record in managing administrative tasks, fostering efficient operations, and providing exceptional customer service and native English speaker. Experienced HR professional with a proven track record in talent acquisition, employee relations, and HR policies. Strong communication and problem solving, ticketing, baggage handling, Skilled in multitasking, organization, and utilizing office technology. Adept at maintaining professionalism, ensuring confidentiality, and collaborating with diverse teams.

## EXPERIENCE

10/06/2016

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30/03/2017

### Science teacher

Delhi Public school

Teaching, lesson planning, evaluation, handling practicals, extra curricular activities, fair, exhibitions, parents teacher meeting, result oriented, child centered approach, real life learning experience, believe in learning by doing.

2017 -  
2020

### Administrative assistant cum receptionist

Institute for growth and development

Greeting visitors, handling phone calls, incoming letters and mail, ticketing, dispatching them to the concerned.

addressing customer inquiries, resolving issues, providing product information, and ensuring overall satisfaction.

To handle complaints, process orders, and maintain accurate records of interactions.

Effective English communication and problem-solving skills, Microsoft word, excel, email, photoshop  
arranging interviews for staff, arranging picnics and offsite trips,  
arranging seminars and monthly meetings,  
assisting in transport management,

2021 -  
2023

### Administrative manager

Institute for research and development Delhi

Being Administrative managers I oversee daily operations, coordinate office activities, and ensure efficient workflow. Their duties include managing staff, handling budgets, implementing policies, and facilitating communication between departments. They may also be responsible for organizing meetings, maintaining records, and addressing administrative issues within the organization.

## EDUCATION

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2016	<b>M.Sc zoology</b> Kalinga University 63%
2010	<b>B.Ed</b> Guru Gobind Singh indraprastha University Delhi 76%

## ACHIEVEMENTS & AWARDS

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Won certificate from Homi Bhabha as young scientist In school. Won certificate In Maharashtra Talent Search examination. Received certificate of appreciation for social service in raising fund. Received 7 bands scored In IELTS. Received certificate in computer for Basic advance course (word,excel,tally) Proven successful track record of first class throughout my education.

## ADDITIONAL INFORMATION

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Passport Number: S6393612  
Date of Birth: 07/01/1984  
Nationality: Indian

Spouse  
L Kumar  
Ajman, Executive Asslstant. UAE Ajman