

SONAL AGGARWAL sonal.aggrwl@gmail.com

9958004314

**CAREER CHRONICLE**

**Presently working with Sharda Motor Industrial Ltd, New Delhi Assist Manager in Operation (ADMIN HR & September 2015 to till date)**

**Job Responsibilities: -**

* Bills checking before process in accounts Mange MIS (Phone Bills, TV, BSES, Water, Housekeeping, Stationary ETC)
* Responsible for Housekeeping of building including surrounding area
* Benefits administration, Employee Relations, handling workers compensation insurance and claims.
* EPBAX System Management
* CV shortlist as per position opening sort the candidate telephonic round of interview discusses with manger after schedule the interview.
* Coordinating and assisting in new employee background and reference checks.
* Office supplies and inventory management for regular operations.
* Screen & direct phone calls & distribute correspondence
* Manage Employee related issues
* Monitoring and maintaining office services, monitoring cost and control of assets.
* Managing the housekeeping activities, security, transportation, travel requirements, admin purchases and handling functions of canteen, medical/ facilities meant for the employees.
* Innovated and establish measures for cost control and improvement in services at all time
* Co-ordinate in managing Office events/CSR activities along with local administration team at zones/locations
* Factcheck (Pouching machine) maintaining system and data of employee.
* Manage Complete Employee Life Cycle: on boarding induction, confirmation, Exits, Etc.
* To arrange the birthday parties & get together for the employees.
* Vendor Management - Quotation, negotiation, procurement, Raising PO, Local Purchase, etc.
* Procurement of office equipment’s, Repairs & Maintenance.
* Monthly MIS Admin Expenses.

**ITM in GREATER NOIDA as Sr. Admin executive– (March 2012 to August 2014)**

**Job Responsibilities: -**

* + Responsible for all the operational matters of the various management programmers
	+ MIS & Google sheet
	+ Cafeteria/Pantry and Guest house
	+ Managing cabs for collage staff
	+ Responsible for canteen facility
	+ Ensuring smooth conduct of classes on time
	+ Maintaining and updating records and carry out documentation as per norms
	+ Preparing Faculty Resource Planning
	+ Preparing visiting faculty contracts
	+ Maintaining faculty and student files
	+ Time-table Preparation
	+ Working as a coordinator between faculty and students
	+ Maintaining MIS Reports
	+ Keeping track of student attendance and ensuring maintenance of discipline

**Genesis Advertising as Client Services Coordinator and Admin- (Mar2009 till Feb 2012)**

**Job Responsibilities: -**

* Handled a project for publication for Press Information Bureau.
* Successfully dealt with corporate, associations, schools, government bodies & various reputed N.G.Os e.g Apollo, Apeejay, CISF, CBI, DFID, Indian Coast Guards, One World South Asia, Ritinjali, UNDP, Vasant Valley School etc.
* Interaction with Client for sending them company profile through E-mail and conducting meetings with them.
* Follow up for payment
* Coordinating with Designing team and complete Client order.
* Monthly Client reports and presentation in Power point for previous records.
* Control the debtors outstanding and follow up.

**PROFESSIONAL SYNOPSIS**

* Excellent coordinating skills, Strong Problem solving, excellent communication & convincing skills, smart working, Team work abilities & Team Handling skills.

Education Qualification

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| **Boards** | **BORAD/UNIVERSITY** |
| BA(ARTS) | Delhi University |
| 12th(ARTS) | CBSE |
| 10th  | CBSE |

PERSONAL Details: -

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| Permanent Address | Chhatarpur EXT. /Mayur Vihar |
| Date of Birth | 11th -01- 1984 |
| Father Name | Mr D. K Aggarwal  |
| Language Proficiency | Hindi & English |

**Date:**

 **Sign Location: Delhi**