

# SONALI RANA

## SHARJAH

**Mob: +971 553275331**

**Email: arusona03@gmail.com**

### PROFESSIONAL SUMMARY

- Administrative professional possessing a strong desire to learn and grow professionally.
- Executive administrative support professional offering versatile office management, planning and marketing skills.
- Driven executive assistant adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency and achieve organizational objectives.
- Proficient in M.S Office.

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### WORK HISTORY

**06/2013 to 12/2013 Content Downloader**

***Advent Matrix – DEHRADUN, UTTARAKHAND***

**01/2014 to 09/2014 Back Office Assistant**

***Avani Dhara Infrazone Pvt. Ltd. – DEHRADUN, UK***

- Developed and maintained an alert system for upcoming deadlines on incoming requests and events.
- Greeted visitors entering the office, determined the nature and purpose of visit and directed them to the appropriate destination.
- Assisted with team building initiatives and overall support for maintenance of organizational culture and employee morale.
- Directed administrative functions for the directors, Principals, Consultants and key managers.
- Located and attached appropriate files to incoming correspondence requiring replies.
- Frequently used word processing, spreadsheets, database and presentation software.

**10/2014 to 07/2016 Senior Sales Executive**

***Times Infrastructure & Realty Inc. – DEHRADUN, UK***

- Compiled and analyzed sales & marketing reports.
- Supplied sales and marketing support to a sales force of 3 reps.
- Researched, proposed and implemented vendor service to decrease cost to organization.
- Frequently used word processing, spreadsheets, database and presentation software.
- Coordinated dealer visitations, company's special events and other employee morale functions.
- Developed and maintained an internal client filling system.

**08/2016 to 04/2017**

***Back Office Assistant***

***Strata Foxes Solutions Pvt. Ltd. – DEHRADUN, UK***

## **EDUCATION**

**2008**

### **High School Diploma:**

***S.G.R.R. Public School*** – Dehradun, Uttarakhand, India

**2010**

### **Intermediate: Arts**

***S.G.R.R. Public School*** – Dehradun, Uttarakhand, India

**2013**

### **Bachelor Of Arts**

***S.G.R.R. P.G College*** - Dehradun, Uttarakhand, India

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## **SKILLS**

- Dedicated team player
  - Excellent planner and coordinator
  - Excellent communication skills
  - Pleasant demeanor
  - MS Office Suite knowledge
  - Self-directed
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## **HOBBIES**

- Travelling
- Reading
- Singing

## **PERSONAL DETAILS**

- Husband's Name                      Mr. Arun Kumar
  - Date of Birth                              03.Dec.1993
  - Sex    Female
  - Marital Status                            Married
  - Nationality                                Indian
  - Address                                      Building no. 2184, Muweilah, Sharjah, UAE.
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## **DECLARATION**

I solemnly declare that all the things cited above are true to the best of my knowledge and honesty.

Date:

**SONALI RANA**

Place:

