CURRICULUM VITAE

Sonica Agrawal
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Contact: 9829251517

Job Title

Administration (All Functions) & Academic Coordinator

Career Objective

To work in a challenging and stimulating environment leading to mutual growth of myself along with the organization and in the process to enhance my skill sets.

Educational Qualification

Master's in Arts. (English Literature), Computer & Advertising (Diploma)

Computer Proficiency

Well versed in Word, Excel, Corel, Page maker, Power-point, Photoshop with good typing & designing skills (English as well as Hindi)

Summary of Experience:

- Total work experience of 26+ years' experience in Administrative functions.
- Result oriented, hardworking and self-motivated individual.
- Good interpersonal skills, self-motivated, quick learner, team player, methodical approach.
- Ability to interact positively with peers and management.

Professional experience:

1) Bansal Classes, Jaipur as MANAGER (LCD & Operations) (July 2002 till date)

Roles and responsibilities:

- Set the academic tone, hire and help improve the skills of teachers and other staff.
- Prepare reports on various subjects and oversee the requisition and allocation of supplies.
- Actively work with teachers to develop and maintain high curriculum standards and set performance goals and objectives.
- Plan for the upcoming year, participating in workshop for teachers and administrators.
- Responsible for supervising all the office staff & subordinate staff.
- Responsible for supervising all the security matters.
- Handling all the confidential correspondence.
- Handling all the meetings.
- Maintaining all the confidential materials of various activities.
- Handling all the publication work.
- Handling all the parent's enquiries.

2) Bansal Classes, Kota (November 1998 –May 2002)

Roles and responsibilities:

- Office Executive and Counselor
- Handled all literature work related to the material development

3) Shanti Vidhya Niketan, Kota (1996-November 1998)

Roles and responsibilities:

- Handling all the school administration.
- Conduction of the smooth classes.
- Handling all enquiries related to student along with admission of student.
- Handling branch of the school independently.

Personal Profile

Date of Birth	11th November'1975
Postal Address	Showroom No B- 11, Sethi Colony, Jaipur- 302 004 (Rajasthan)
Marital Status	Married
Contact Number	9829251517
E-Mail ID	sonica@bcjaipur.com

Declaration:

I hereby declare that the above mentioned information is correct up to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Jaipur **SONICA AGRAWAL**