

SONICA AGRAWAL

ADMINISTRATION & ACADEMIC COORDINATOR

9829251517 sonica@bcjaipur.com Jaipur, India

EDUCATION

Master's in Arts (English Literature)
J.D.B. Girls College Kota (M.D.S. University, Ajmer) 2001

Diploma in Commercial Art
Polytechnic College, Kota (Board of Technical Education, Jodhpur)

TECHNICAL SKILLS

- Well-versed in **Computers**
- Proficient in **MS Word** and **Excel**
- Skilled in **Adobe Photoshop, CorelDRAW** and **PageMaker**
- Experienced with **PowerPoint**
- Good **typing skills (English & Hindi)**
- Strong designing abilities with creative mind.

CAREER OBJECTIVE

Motivated to work in a challenging environment that supports personal and organizational growth. Focused on leveraging my skills for mutual success while continuously enhancing my capabilities and contributing to team goals.

WORK EXPERIENCE

❖ **MANAGER-Operations**
(Literature & Content Development)
Bansal Classes, Jaipur | July 2002 – present

- Coordinated and supervised the development and distribution of study materials across the centers in Kota, Jaipur, and Ajmer.
- Set academic tone and foster professional development among teaching and non-teaching staff.
- Monitor and improve curriculum standards; collaborate with teachers to define performance goals and objectives.
- Prepare subject reports and manage procurement and allocation of educational resources.
- Plan academic year activities and participate in workshops for teachers and administrators.
- Supervise office staff, subordinate personnel, and oversee all campus security matters.
- Manage confidential correspondence and documentation related to school operations and activities.
- Organize and handle meetings, maintain confidential records, and oversee publication-related work.
- Address and resolve parents' inquiries and concerns effectively.

CAREER SUMMARY

- 26+ years administrative experience
- Result-oriented and hardworking
- Self-motivated quick learner
- Strong interpersonal skills
- Team player with methodical approach
- Positive interaction with management

❖ Office Executive and Counsellor

Bansal Classes, Kota | Nov 1998 – May 2002

- Oversaw the preparation and refinement of academic literature and study materials in coordination with subject experts.
- Played a key role in coordinating academic seminars, parent-teacher interactions, and institutional functions to ensure seamless execution.
- Supported academic teams in developing clear communication materials and fostering a student-centric learning environment.
- Provided counseling support to students and parents, guiding academic decisions and course planning.
- Streamlined daily administrative tasks and ensured accurate handling of student records and admission-related documentation.

❖ Academic & Administrative Coordinator

Shanti Vidhya Niketan, Kota | April 1996– Nov 1998

(Family-founded institution)

- Responsible for managing one of the two school branches in Kota, with the main branch overseen by the founder (my mother) and the sister branch independently coordinated by me during this period.
- Overseeing all administrative functions of the school.
- Ensuring the seamless execution of classes.
- Managing all student inquiries and coordinating the admission process.
- Independently supervising and managing the operations of the school branch.

PERSONAL PROFILE

- ❖ **DOB :** 11.11.1975
- ❖ **MARITAL STATUS :** MARRIED
- ❖ **ADDRESS :** S.R. NO. B-11, SETHI COLONY JAIPUR