



SONALI SALDANHA

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PERSONAL SUMMARY

With more than 5 years’ professional clerical experience, I believe I have the right combination of skills, personality, and work ethic to be a very effective contributor in the Assistant Office Manager role. I would appreciate the chance to meet with you to discuss this opportunity.

For many years, I have been channeling my administrative support skills into raising, educating, and managing the busy schedules of my child and did not continue thereafter due to my family responsibilities. I am now looking forward to returning to an office setting where I can transfer my skillset back into the professional arena.

EDUCATION QUALIFICATIONS

DEGREE	UNIVERSITY	YEAR	% CLASS
SSC (10 TH)	SHRI MADHAVRAO BHAGWAT HIGH SCHOOL (MAHARASHTRA STATE BOARD)	1988-1989	59.42%
HSC (12 TH)	PARLE COLLEGE (UNIVERSITY OF BOMBAY)	1990-1991	PASS CLASS
FYBA	PARLE COLLEGE (UNIVERSITY OF BOMBAY)	1991-1992	PASS CLASS
SYBA	SATHAYE COLLEGE (UNIVERSITY OF BOMBAY)	1992-1993	PASS CLASS

PROFESSIONAL EXPERIENCE / QUALIFICATIONS

- Administrative Secretary with a total of 6 years' professional experience.
- Strong computer and office management skills
- Excellent time manager with extensive experience coordinating schedules, maintaining calendar.
- Sort and distribute incoming mails to areas and staff within the organization and dispatch outgoing mail.
- Strengths include budgeting, managing accounts payable and receivable, managing supplies and arranging repairs to equipment or facilities.
- Outstanding interpersonal skills and commitment to customer service.

COMPUTER SKILLS

- PowerPoint
- Word
- Excel
- Internet

PERSONAL DETAILS:

Date of birth : 02 April 1974
Gender : Female
Religion : Indian Catholic
Nationality : Indian
Civil Status : Married
Language Spoken : English, Marathi, Hindi, Konkani
Details in Dubai : On long term tourist visa for 03months
Address in Dubai : TEECOM, Barsha Heights Dubai

OTHER ACTIVITIES:

Reading, Art, Music, Cooking