Mrs. Sonali Amol Medhekar

**Phone no:** +91 8879221219 Email: sonali.p.devrukhkar@gmail.com

**Professional Experience:**

* **Senior Executive – Administration at Tisai Group Limited: 1st May 2019 – 28th Feb 2021**
* Supervise daily administrative operations
* Monitor expenses and suggest cost – effective alternatives
* Developed and Implement effective policies for all operational procedures
* Prepare staff work schedules
* Maintain and organize stock and employee records
* Train new employees
* Ordering and stocking goods office supplies

**Academics:**

* **Bachelors of Arts (B.A)** (2016) from Mumbai University, Mumbai.

**Personal Information:**

* Date of Birth / Gender: 21th November 1991 / Female
* Marital Status: Married
* Current Address: A/304, Star Heritage Co. Op. Soc. Building no. 8, Madhuban Township, Vasai Road (E).
* Phone:  +91 8879221219
* Email: sonali.p.devrukhkar@gmail.com

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**Languages Known**: English, Hindi and Marathi

**Computer Skills**: MS-Office: Proficient in Excel, Word, Power point and MS- CIT

**DECLARATION:**

I declare that the details furnished above in this document are true up to my knowledge and belief**.**

**Place:** Mumbai **[Sonali Amol Medhekar]**