



SANOFAR SHAJAHAN

PROFILE SUMMARY

- Managed the Administration of the entire front office processes.
- Provided Administrative support to Correspondent, Principal and the teachers.
- In charge of Travel arrangements (flight bookings).
- Organizing meetings and events.
- Managed the entire supplier relationship with multiple vendors
- Maintained the portfolio for the order management.
- Assisted all my junior staffs who work under me and successfully get the work done on time.
- Prepared and Designed various power point presentation.
- Worked as an end-user for the Educational ERP Application
- Managed the ERP Application enhancements and worked on improving the efficiency and social media presence of the school website.
- Worked as a Senior Merchandiser for a big Apparel brand.
- Excellent communication, Interpersonal and Presentation skills.
- Providing administrative support for the new joiners.
- Scheduling interviews and phone screens; working directly with candidates

PERSONAL PROFILE

I have a clear logical mind with a practical approach to problem solving and a drive to see things through completion. I always strive to achieve the highest standards possible at any given task and in any situation. I am accustomed to working in a challenging and fast paced environment particularly when dealing with multiple priorities at the same time.

CONTACT DETAILS

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SKILLS AND ABILITIES

Self Motivated, Exceptional Management and Communicational skills.
The ability to work under pressure and Multi tasking.
The ability to follow instructions and deliver results.

INTERESTS AND HOBBIES

I am very interested in the world of online marketing, especially through the use of social media.

ACADEMIC DETAILS

SFI

GRNSVA C

GRNSVA D

2010 BACHELOR OF COMPUTER APPLICATIONS

DIPLOMA IN MULTIMEDIA AND ANIMATION

AWS Cloud Developer (Aug 2021-present)
Jensen Education
Yrkehögskola
Gothenburg.

EXPERIENCE.

ADMIN EXECUTIVE & HR ASSISTANT

Vaels Billabong High International School (June 2014-September 2017)

- Managed the administration and management of Front Office
- Provided Administrative support to Correspondent, Principal and the teachers.
- Scheduling interviews and phone screens; working directly with candidates and providing administrative support for the new employees.
- In charge for placing orders of the school supplies and maintaining the order management of the entire institution.
- Maintained the portfolio for the order management.
- In charge of Travel arrangements (flight bookings).
- Organizing meetings and events.
- Coordinated the general meetings, Parent teacher open days.
- Handled payroll process.
- Interacting with parents and addressed their issues.
- Managed the Admission process.
- Updating the social media about the school happenings.

ERP ADMINISTRATOR AND BUSINESS ANALYST

Yuvabharathi Public School (October 2011-April 2014)

- Managed the administration and management of Front Office
- Provided administrative support to the new employees.
- Worked as an End user and Business Analyst for the education ERP
- In charge for placing orders of the school supplies and maintaining the order management of the entire institution.
- Maintained the portfolio for the order management
- In charge of Travel arrangements (flight bookings).
- Organizing meetings and events.
- Scheduling interviews and phone screens; working directly with candidates.
- Co-ordinated with the development team to enhance and upgrade the ERP functionality and to improve the efficiency of the product.
- Improved the look and feel of school website.
- Coordinated with SEO (Search Engine Optimization) team to improve the visibility of school website in all search engines.
- Being active in social media to update the happenings in school.
- Interacted with parents and students during the admission process.
- Organized school events and open days.
- Played the role of ECA (Extra Curricular Activities) Coordinator.
- Created and updated the Blog for the institution.

MEHA APPARELS (July 2010 - September 2011)

Worked as an interface between Buyer and Exporter.
Coordinated with the whole team from order analysis to shipment.
Collaborated with buyers, suppliers, distributors and analysts to negotiate prices, quantities and time-scales.

LANGUAGES KNOWN

ENGLISH

SWEDISH