

# SUJAL SONI

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## Age

22

## Professional Summary

Motivated and detail-oriented individual with hands-on freelance experience in event coordination and hall management. Skilled in communication, MS Excel, and document handling. Currently pursuing a Full Stack Web Development course to transition into the IT field. Fluent in English and Hindi, with a strong ability to work in fast-paced environments.

## Experience

- Freelance Exhibitor Coordinator Koelnmesse India Pvt. Ltd., Mumbai May 2024 – Aug 2024
  - Coordinated with exhibitors for booth setup and logistics.
  - Maintained exhibitor data and documents using Excel and WordPad.
  - Acted as a communication bridge between clients and event staff.
- Freelance Event Hall Manager Self-employed
  - Managed venue operations during events including logistics and client coordination.
  - Ensured timely setup, resource allocation, and problem-solving during events.

## Education

Full Stack Web Development (Pursuing) Itvedant Institute, Mumbai  
2024 – Present

## Skills

- Front-End: HTML, CSS, JavaScript (Learning)
- Tools: MS Excel, WordPad
- Soft Skills: Communication (English & Hindi), Teamwork, Time Management

## Languages

- English
- Hindi
- Bengali