

## Sonal V Pawar

Office Assistant

IIT Bombay, Powai

Mumbai, India 400076

Contact No. : +91-9867558212

Email Id. : [sonalgamarettt@gmail.com](mailto:sonalgamarettt@gmail.com)

### CAREER OBJECTIVE

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To continue my career in an organization where all my skills and strengths can be best utilized to meet the requirements.

### EDUCATION

M. Com Post Graduate

September 2017

B. Com Graduate

July 2011

### EXPERIENCE AT IIT BOMBAY

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Office Assistant

March 2012 to May 2014

- Worked in Chemical Department, IIT Bombay
  - ❖ Video Quality of Courses Recorded
  - ❖ Slides Quality of Courses Recorded
  - ❖ Correcting the slides on Photoshop
  - ❖ Maintained All Records of Courses
  - ❖ Prepared Excel Sheet of Courses
  - ❖ Handled the Event Work like Registration

Project Assistant

June 2014 to July 2015

- Worked in Chemical Department, IIT Bombay
  - ❖ Managed the Event Work like Registration
  - ❖ Slides Quality of Courses Recorded
  - ❖ Correcting the slides on Photoshop.
  - ❖ Worked on Tally

- ❖ Good Knowledge on MS Office
- ❖ Prepared Excel Sheet of Courses
- ❖ Inward Outward Entries Manually

Office Assistant

Dec 2015 to march 2020

- Worked in Chemical Department, IIT Bombay
  - ❖ Correcting the slides on Photoshop
  - ❖ Good Knowledge on MS Office
  - ❖ Working on Adobe Acrobat (PDF)

### ACADEMIC DETAILS

- M. Com from University of Mumbai
- B. Com from University of Mumbai
- HSC from CBSE Board
- S.S.C. from CBSE Board
- Diploma in Software Application
- MS-CIT
- English Typing
- Course of ERP 9

### PERSONAL DETAILS

Nationality:	Indian
Marital Status:	Married
Date of Birth:	3 <sup>rd</sup> May 1990
Location :	Khandeshwar, Navi Mumbai
Languages:	English, Hindi and Marathi
Personal Interests:	Listening Music, Badminton

I hereby informed that all the above information is correct according my knowledge.

Place: Navi Mumbai

Sonal Pawar