



## Ms. Sonali Bhor

17+ years' experience as a Senior Coordinator. Results-driven achiever and effective team leader with exceptional interpersonal skills. Highly flexible and adaptable performer, adept at multi-tasking and thriving in a fast-paced environment while coordinating numerous time-sensitive events. Able to work on own initiative and as well as a part of a team.

### PROFILE

Aiming for a challenging role in operations and Administration will give me a chance to apply my skills, and abilities to deliver on goals aligning with the need of the business.

### CONTACT

**PHONE: 8855901519**

**LinkedIn:**

[www.linkedin.com/in/sonali-bhor-77a7a9112](http://www.linkedin.com/in/sonali-bhor-77a7a9112)

**EMAIL: [sonalishrikant007@gmail.com](mailto:sonalishrikant007@gmail.com)**

### ACADEMIC CREDENTIALS:

- Masters of Business Administration, Pune in Human Resources and Operations & Supply Chain Management
- M.A. (Political Science) Pune.(Maharashtra)
- Government Diploma In co-operation & Accountancy

### Top Skills

- Event Planning
- Communication
- Operations Management

### Computer Skills:

- Computer Operation with Ms- Office
- Computer Programming
- Computer Accounting and Office Automation
- Desk Top Publishing (DTP)
- MS-CIT

### SOFTWARE SKILLS:

Intech solutions  
Curiosity  
Eligibility  
LMs  
Manthan  
Moodle

### SKILLS

- Tech-savvy, agile, proactive, and eager to learn attitude
- Charismatic, competitive and enthusiastic personality with negotiation skills
- Excellent interpersonal and logical, solution-oriented mindset with good analytical ability

### Professional Experience: (Years: 17+)

**Symbiosis Centre For Management Studies- Pune (Years: 14.6+)**

**Senior Coordinator- Administration**

Duration: 1<sup>st</sup> February, 2019 to Present

#### ➤ Key Responsibilities:

- Regulating overview of administration under Director of the organization.
- Manages the calendar and daily activities of coordination level personnel screening interruptions as necessary.
- Be the first point of contact for all academic-related queries and communication
- Prepare and maintain a master database of all prospects and their contacts
- Preparing and book keeping all the necessary data required due to availability of the Institutes.
- Responsible for complete upkeep of the administer and ensure high standards of operations, maintenance
- No dues clearance for faculty and Students
- Supervise all other administrative staff like office assistants etc
- Co-ordination with all events happening in the organization like Induction, Outbound, Onam day and other events related activities
- Building good rapport with various Departments.
- Handling and coordinating problems and queries with Department.
- Building a rapport with the parents updating them about the academic status of the students.
- Documentation, Examinations, assessment activities of Service Learning, Corporate Internship and NGO Internship.
- Keep his/her immediate supervisor informed of activities of the unit, particularly of major or unusual developments and seeking of his/her advice counsel.
- Service learning Centers (SLC)- To implement a plan to supervise students attending courses during the day, in the evening, weekend and at internship dates.
- Prepare MIS report and use information systems and prepare various reports and statics for internal and external use.
- Drafting of professional letters and applications, formal emails.
- Preparing and maintaining data of students and Employee such as NIRF data, Examination data and Monthly reports data, Alumni data, Transcript data, Cafeteria Data, Degree Data, Remuneration of visiting faculty and much more
- Organize and coordinate events of Health care center, checkups
- Responsibility during the PI-WAT process for the Document verification
- Prepared the minutes of meetings of open house session and Grievances
- Preparing various certificates required LOR, Provisional & Character Certificates
- Handling Time Table for changes due to events and in absence of faculties
- To informed students and parents regarding the Int. & ext. exam schedule, attendance, class time table, Medical Rule
- Preparation and distribution of certificates for certification courses
- Planning, & organizing the student events. Liaison with other departments to ensure successful events
- NAAC Criteria II documents submission
- Scheduled meetings
- Implementation of Policies and Procedure
- Maintain good vendor relationships for maintenance of property efficiently

## Symbiosis Centre For Management Studies- Pune

Promoted as **Coordinator**

(1<sup>st</sup> July, 2014 to 12<sup>th</sup> September, 2019)

Promoted as **Assistant Coordinator**

(1<sup>st</sup> July, 2011 to 30<sup>th</sup> June, 2014)

➤ **Key Responsibilities:**

- Regulating overview of Examination work under Examination In charge.
- Smooth conduction of all examinations.
- Finalized Time table for Backlogs, Continuous Evaluation and Term End Examinations.
- Finalized Paper setter, Evaluator, Revelator and Supervisors for Examinations.
- Overall handling of Central Assessment Process (CAP)
- Handling and coordinating queries with faculty, students and University.

## Symbiosis Centre For Management Studies- Pune

Joined as **Office Assistant**

(16<sup>th</sup> February ,2009 to 30<sup>th</sup> June, 2011)

➤ **Key Responsibilities:**

- Regulating overview of administrative work under Administrative Officer.
- Managing overall administration to ensure smooth functioning.
- Ensure that discipline is maintained in the campus and dress code policies are adhered
- Ensure the submission of required documents is done on time for all the employees
- Updated leave records and forward to payroll Dept.
- Maintain personal files of all employees and HR related activities of Employee.
- Handling inward and outward activities of the organization.
- Handling general queries of Employee.
- Manage day-to-day calendar of Head-Administration
- Responding to admissions enquiry
- To address queries related to employment & grievance
- Maintain a good office environment
- Management of canteen services provided by the Institution.
- Inventory of office stationary
- Booking air, bus, railways travel booking & hotel accommodation
- General administrative duties including photocopying, invoicing, collecting cash and other forms of payments from customers

❖ **Previous Employment History:** July 2003 to April 2006 (Years: 2.10)

Total experience of 2.10 years in the Sai Sigma Computers, Pune as a Computer Instructor

- Give training to working Professionals
- Give practical knowledge of MS- Office.
- Responsible for smooth functioning of batches.
- Maintain office confidential files and administration work

## Other Participation:

- Worked as Faculty Development Program (FDP) Coordinator in June, 2012
- Attended Business Writing Workshop in December 2012
- Successfully participation in Ms-Excel Workshop in May 2016
- Attended Finance Conclave in July, 2016
- Attended workshop on " Labour laws and Compliances" in August 2017
- Effective Communication Leadership and Teamwork in March 2020
- Principles for effective performance in pursuit of quality in April, 2020
- Participating in the workshop on Google Apps
- Participating in the workshop on Business Writing
- Participating in the workshop on Financial Literacy

## LANGUAGES

- English
- Hindi
- Marathi

## Initiatives & Contributions

- To ease the burden of paper work made googles forms as per requirements.
- Give ideas and suggestion for administrative procedure to create user friendly software.
- Format a draft for various forms/application like transfer certificate, Admission procedure preformat
- Conducted the training session s for staff.

## Achievements:

- Appointment as Assistant Information officer
- Appointment as SET Representatives in 2017