Dubai. UAE

**SKILLS**

* Excellent Leadership skills
* Strategic planning
* Relationship Management
* Public Relation & Media Affairs
* Business Development and Market Analysis
* Is a self-starter, self-motivated and Driven and takes full ownership

Sonali

## PROFILE • ABOUT ME

A diligent. articulate and detailed foc used Dffice administratiDn and event m an agement prDfessional having more than 6 years of working experience in creative team management, client engagement and relationship management across diverse dDmain. Main objective is to bring together best work practices in administration to an organization aiming for unprecedented growth. I have a strong artistic eye and a vast technical background. I'm a very creative person and my solid managerial and social skills make me well suited to lead and supervise. Outstanding success in building & maintaining relationships with key corporate decision-makers establishing high profile accounts with excellent levels Df retention and IDyalty. Highly efficient in using M crosoft, Ad obe, Superior communication. negotiating and interpers anal skill s, multitaskin g with an ability to interact with a wid e ran ge of people and performing the analysis.

WORK EXPERIENCE

* Ability to multi-task in a fast-paced environment
* Strong analytical, problem-solving and decision-m aking capabilities
* Conflict Resolution

Admin Manager

Nagpur, Maharashtra, India

August 2019

- Current

* Elective Communicator

**COMPUTE R PROFICIENCY**

Windows MS oflice

Adobe Photoshop Adobe Premiere Adobe After Effects

LANGU AGE9

English Hindi Gujarati Bengali

* RespDnsibl e for setting up highly m otivated technical team utilizing extensive coaching & counseling.
* Create ng MIS Report, prepare and update docum entation for current and future requirements.
* Understan ding and evaluating the team Psychology and fret p motivating the employees to meet their Dbjective and indd vidual develop ment plans.
* Providing real-time scheduling support by „ appointments and preventing conflicts.

Review, coordinate an d schedule all training associated “ with new site deliveries, i ncludi ng s upervising and training all incom i ng essential personnet on daily operate anal duties

* Coordinating events and managing them as necessary.
* Generate reports, transcribe minutes from meetings, create presentations, and conduct research.
* Anticipate the needs of others in order to ensure their seamless and positive expenence

## PERSONAL INTERE9T9



* Listening Music

Silvassa lndusti1es Association **Sr. Manager — Administration** Silvassa, D&NH, India

May 2017

* klamh 2010
* Travelling
* Photography
* Danoe
* Reading Non-fiction
* Manage ng events

**PER&ONAL INFORMAWON**

**Birthday**

January 18, 1691

Gender Female Marital Btat 1s

* Liaison with. end updates progress to, project steering board/senior management
* Maintaining and developing relationships with clients and Government agencies for policy setups and consult as and when required.
* Coordinating office activities and operations to secure ef1\ciency and compliance to company pdicies
* Supervise administrative staff and divide responsibilities to ensure performance.
* Manage agend as/travel arrang ements/appointments etc.
* SuppoR budge#ng and oookkeepng procedures.
* Create and update records and databases with personnel, finsncia\ and other data developing and implementing business plans and strategies in conjunction with organizational objectives.
* Addressing customers' c‹znplaints/ Queries and wDrking towards solving their Queries snd complaints efficiendy.

Married

**Naliondlty**

ICM Production House.

**VFX Con1|DOBitor**

Mumbai, Maharashtra, India

January 2014

* April 2015
  + Take dirE2ction from the Compositing Supervisor to help realize the vision of the shots through the compositing team.
  + Responsible for working with the Compositing Supervisor to assess, assign and monito canpositing needs.
  + Design and develop procedural and innovative tool sets, pipelines and techniques for the Compositors
  + Accountsble for meeting productivity and quota targets on time and at a high level of quality
  + Offer guidance and mentoring for junior to mid level compositors.
  + Clearly communicate progress and issue..
  + Anticipate the neecis of others in order to ensure their seamless and positive experience

Worked and lead on projects like

* + Fever (Compositor/Sequence Lead) - Bollywood Film
  + B8BI Veer (Compositor) - Television Serial
  + Pepsi Ad (Compositor)
  + Local Magazines (Editing)

Roshan Publicity Aeeiatant Creative Head

Kolkata, West Bengal, India

July 2011

* December 2014
  + Work with the brand team to produce new ideas for company branding, promogonal campaigns. and marketing communications
  + Evsluate trends, assess new data and keep up-to-date with the latest markE2ting techn'9ues.
  + Assist clients in resolving issues by responding to questions in a timely and professional manner
  + Direct brainstorm ing meetings and crestive sessions.
  + Supervise the dE2pBrtment'S daily workflow , assign project workload, and monitor deadlines and budgets.

# EDUCATION

B.SC in Visual Effects and **Animation, First Clas s I 200B** St. Xavier's College.

Kolkata, WB, India

Higher Secondary, CBSE Board Firat Claaa | 2008

Ashoka H8II fFlS Higher Secondary School Kolkata, WB, India

## OTHER COURSES

Graduate

2C08

H.S 2006

* Specialization in 3D Animation and VFX
* First Aid Training, St. Johns Ambulancqlndia), Indian Red Cross Society
* Trained indian Classical Dancer (Kathak and Bharatnatyam )

AcHiEVEMEMTS

* Invited twice as a Dance Show Judge by Govt. of Dadra and Nagar Haveli, Tourism Department
* Invited as a Dance Show Judge by Govt. of Daman, Touñsm Department
* Active Participant in various competitions in Schcol level
* Won "Best EmpIoye£2 of the Year 18-19”

Email: [sonali-396997@gulfjobseeker.com](mailto:sonali-396997@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>