

SONIA JAIN

Experienced Senior Administrative Executive with over a decade of expertise in office management, team coordination, vendor management, and HR support. Adept at ensuring operational efficiency, compliance with company policies, and fostering a collaborative work environment. Seeking a role in a dynamic organization to leverage my skills and contribute to growth and success.

✉ jainsonia2017@gmail.com

📞 8860364999

📍 Delhi, Shahdara

KEY SKILLS

- Proficient in MS Word, Excel, PowerPoint, and Internet operations
- Office and team management
- Vendor and travel management
- Petty cash and expense monitoring
- HRMS and MIS reporting
- Strong organizational and communication skills

PROFESSIONAL EXPERIENCE

Senior Admin Executive

Financial Software & Systems Pvt. Ltd. from Jun 2012 – May 2024

DELIVERABLES:

OFFICE MANAGEMENT

- Coordinated office activities and operations to ensure efficiency and compliance with company policies.
- Drafted various administrative documents, such as letters, emails, approvals, and reports, with precision and professionalism.
- Handled incoming and outgoing couriers, maintaining a comprehensive database for tracking and record-keeping.
- Managed inventory of office equipment and supplies, ensuring availability and timely replenishment as needed.
- Ensured the upkeep of office space, maintaining an organized and professional environment.
- Oversaw office utilities (electricity, water, telephone, and rentals), ensuring timely payments and uninterrupted services.
- Provided high-quality administrative support for organizing conferences, seminars and public engagements. Monitored office supply stocks and placed orders proactively to avoid shortages.
- Prepared and submitted timely reports, presentations, and proposals as assigned.

TEAM MANAGEMENT

- Coordinated regularly with team members and other departments, providing support and assistance as needed to ensure smooth operations.
- Scheduled conferences, meetings, and managed supplies, such as stationery, based on team requirements.
- Ensured timely submission of claims and followed up on reimbursements to support team members effectively.
- Arranged onboarding essentials, including ID cards, workstations, and other joining-related items for new hires.
- Maintained a cordial relationship with all employees, promoting a positive and collaborative work environment.

VENDOR MANAGEMENT

- a) Maintained periodic AMC schedules for services such as AC maintenance, housekeeping, pest control, fire systems, and printers with designated vendors.
- b) Coordinated repairs and supplies of office equipment, ensuring timely service and minimal disruptions.
- c) Conducted quotation comparisons and reviewed service records before on boarding new vendors to ensure quality and cost-efficiency.
- d) Followed up on vendor billing, verifying invoices, and ensuring timely payments to all associated vendors and suppliers.
- e) Organized monthly vendor meetings to address queries, provide updates, and foster collaboration for improved outcomes.

TRAVEL MANAGEMENT

- a) Collaborated with multi-regionally located staff to organize travel itineraries including domestic flights, hotel bookings, transfers, meetings ensuring high satisfaction.
- b) Managed travel arrangements effectively including producing necessary documentation and troubleshooting issues.
- c) Organized accommodations across India, adhering to employee grade and eligibility criteria while maintaining cost efficiency and comfort.
- d) Booked hotels near meeting venues or city centers ensuring essential amenities like high-speed Wi-Fi, complimentary breakfast, and workspace availability were confirmed.
- e) Arranged ground transportation services such as taxis and car rentals, ensuring timely and reliable transfers for employees.

PETTY CASH MANAGEMENT

- a) Monitored office expenditures related to pantry supplies, stationery, housekeeping materials, and other operational needs.
- b) Handled petty cash for day-to-day operations ensuring accurate tracking and efficient use of funds.
- c) Prepared IONs and expense sheets in MIS, submitting detailed reports to the finance team on a monthly basis.
- d) Ensured the necessity and justification of every expense before approval, maintaining cost control and accountability.

HRMS MANAGEMENT

- a) Assisted the HR team with tasks such as interview scheduling, arranging workstations, conducting inductions, and collating documentation required for appointments.
- b) Assisted the HR team in events including outdoor training sessions, team-building activities, medical camps, birthday celebrations, and annual parties to enhance employee engagement.
- c) Coordinated festive initiatives, such as distributing Diwali gifts for the Delhi branch, fostering a positive workplace culture.
- d) Handled daily attendance submissions for the Delhi team, maintaining accurate records on the HR portal.

PREVIOUS EXPERIENCE

Reception cum Computer Operator

BMS Business Centre Dec 2009 - Jun 2012

- Handled EPABX operations, ensuring smooth communication flow.
- Sent monthly rental invoices to tenants ensuring invoice accuracy and timely processing.
- Maintained and updated records and databases of associated tenants & staff.
- Handled incoming and outgoing couriers, maintaining a comprehensive database.
- Addressed client complaints and queries to the relevant companies to resolve.

➤ **IT Assistant (third party pay roll)**

Rajkiya Sarvodya Kanya Vidyala *Dec 2005 - Jul 2007*

- Kept detailed records of teachers and students in the MIS system for efficient tracking and reporting.
- Prepared salary notes for staff and submitted them to the portal for timely processing.
- Uploaded student mark sheets to the school portal, ensuring accuracy and adherence to deadlines.
- Assisted with admission processes, including filling out admission forms and issuing Transfer Certificates (TC).
- Managed general office tasks and maintained data on the school website, ensuring information was up-to-date and organized.
- Drafted various administrative documents, such as letters, emails, approvals, and reports, with precision and professionalism.

➤ **Computer Operator**

Sona Hospital *Jul 2004 - Jul 2005*

- **Maintained patient records** in the MIS system, ensuring accuracy and confidentiality.
- **Handled billing and payments**, processing transactions efficiently and maintaining proper documentation.
- **Prepared reports** and medical documents as per doctor instructions, ensuring timely and error-free completion.

EDUCATION

- Bachelor of Arts (B.A.)
Delhi University | April 2004 – March 2005
- Senior Secondary (Class 12)
CBSE Board | April 2000 – March 2001
- Secondary School (Class 10)
CBSE Board | April 1998 – March 1999

ADDITIONAL COURSE

Computer Applications & Programming
FTECH, Shahdara | *April 2003 – March 2004*

FAMILY

Father :- Sh. Dinesh Jain

Spouse :- Mr. Nitesh Jain

D.O.B :- Jan 17, 1984