

# Sapna Sonkar

Navi Mumbai, Maharashtra 400705

[sapnasonkar7\\_c6g@indeedemail.com](mailto:sapnasonkar7_c6g@indeedemail.com)

+91 99203 41088

Willing to relocate to: Mumbai, Maharashtra - Pune, Maharashtra - Navi Mumbai, Maharashtra

## Work Experience

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### **SECRETARY TO COO**

CORPORATE PRACTICES

September 2018 to June 2021

WORKING FROM SEPTEMBER 2018 TO JUNE 2021)

RESPONSIBILITIES:

- Screening emails, Calendar management, Hotel and flight booking.
- Drafting emails & sending emails on behalf of my COO.
- Follow up on individual partner KPI's (WIP, outstanding and pending Proforma) -first week of the month once.
- Follow- up on outstanding invoices > 30 days monthly.
- Identifying and escalating WIP / Recoveries which are stuck. Getting appropriate email sent from MP's account.
- Identifying partners with high WIP and outstanding - chasing through PA heads.
- Partner wise pipeline analysis - at the end of each quarter.
- Financial Analysis Report for both GGC and partner wise - at the end of each quarter.
- Resource utilisation and allotting resources.
- GC IBD plan and budget approval.
- Helping in Chambers and Partners M&A and PE submissions.

### **EXECUTIVE ASSISTANT TO MANAGING DIRECTOR**

SHAMROCK INTERNATIONAL

May 2017 to April 2018

WORKING FROM MAY 2017 TO APRIL 2018)

RESPONSIBILITIES:

- ASSISTING Director day To day works.
- Booking FLIGHTS TICKET and VISA'S with the help of Travel agency.
- Taking dictation & Handling EMAILS.
- Scheduling appointments for MD.
- Recording Minutes of meeting & circulating the same.
- Arranging for meeting room & Teleconferences.
- Maintaining MD's calendar
- MIS, Weekly and monthly report preparation.
- Preparing Cheques and Invoices.
- Follow-ups on various tasks.

## **PERSONAL ASSISTANT TO BUSINESS HEAD**

RELIANCE SECURITIES LTD

April 2014 to March 2017

### **RESPONSIBILITIES:**

- ASSISTING Director Day to day works, Maintaining MD's calendar.
- Booking FLIGHTS TICKET and VISA'S with the help of Travel agency.
- Taking dictation & Handling EMAILS.
- Taking minutes of meeting & circulating the same.
- Arranging for meeting room & Teleconferences.
- Preparation of MIS, Daily, weekly and monthly report.
- Scheduling appointments for MD

## **SALES OFFICER AND TEAM LEADER**

SHINRAI AUTO SERVICES LTD

August 2011 to March 2014

### **RESPONSIBILITIES:**

- Attending walk in customer's & telephonic enquiries.
- Explaining about the car and giving demo, Test drive.
- Pitching about finance options and selling finances for other banks.
- Handling team of 4 and achieving sales target.
- Maintaining daily and weekly report.
- Maintaining monthly analysis report for self and team.

## Education

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### **B.COM**

Ruparel College in Maharashtra University

### **HSC**

Sydenham College in Maharashtra University

### **SSC**

Sacred Heart High School in Maharashtra University

## Skills / IT Skills

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- 7 years experience in administrative role reporting directly to upper management
- Superb written and verbal communication skills
- Proficiency in Microsoft office and other productivity tools, with aptitude to learn new software and systems
- Ability to keep company confidences