



CONTACT ME

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B-304, Sai Pooja Bldg., Kasturi Park,
Navghar Road, Bhayandar East,
Thane - 401105, Maharashtra

SKILLS

- Statutory Compliance
- Google / MS Suite
- PF / ESIC
- Critical Thinking
- Communication Skills
- Tally

HOBBIES

- Listening Music
- Traveling and Exploring

SONALI ASHOK SAINI

Compliance Executive

ABOUT ME

Dedicated professional with two years of back office operations and compliance experience. Skilled in administrative support, documentation, and ensuring regulatory adherence. Strong attention to detail, accuracy, and expertise in handling confidential information.

WORK EXPERIENCE

Deep Consultancy Pvt. Ltd.

FEB 22 - PRESENT

Compliance Executive

Working In the capacity of an End-to-End ESIC Compliance Specialist, I am dedicated to ensuring the organization's strict adherence to ESIC regulations throughout the entire compliance spectrum. My role demands a profound understanding of ESIC guidelines, an unwavering attention to detail, and proficiency in optimizing and overseeing compliance processes across the organization.

Digisign Friends Pvt. Ltd.

MAY 18 - Nov 19

Executive Officer

- Skilled Executive Officer with a proven track record in overseeing customer interactions and specializing in digital signature services. Highly proficient in ensuring regulatory compliance, resolving intricate issues, and consistently delivering exceptional customer satisfaction.

EDUCATION

Tolani College of Commerce - B.COM

2018 - 2021

Tolani College of Commerce - HSC

2017 - 2018

B L Ruia High School - SSC

2015 - 2016