



Flat No. 305, Jumma Aman
3 Building, Al Nahda 1,
Dubai



+971 58 962 1218



Sonalmalik039@gmail.com

OBJECTIVE

Detail-oriented and proactive administrative professional with 4 years of experience supporting executive teams, managing office operations, and improving workflow efficiency. Seeking to leverage strong organizational, communication, and problem-solving skills in a dynamic administrative role to contribute to a productive and efficient work.

PASSIONS

Streamlining processes.
Helping others succeed.

LANGUAGES

Fluent in English, Hindi and Punjabi.

SONAL MALIK

Front Office Admin

EDUCATION

Diploma in Interior Designing **2011-2012**
JD Institute of Fashion Technology, New Delhi

Diploma in Auto CAD **2012**
CADD Centre, New Delhi

EXPERIENCE

Alchemy Interiors Pvt Ltd **2012-2014**
INTERIOR DESIGNER & SALES EXECUTIVE

Malik's Apparel Studio **2021-2025**
RETAIL STORE MANAGER & FRONT OFFICE ADMIN

ROLES & RESPONSIBILITIES

- Manage and organize office files, records and documentation.
- Answer phone calls, route calls and respond to emails professionally.
- Schedule meetings, appointments and travel arrangements.
- Input and update information in databases and spreadsheets.
- Maintain accuracy and confidentiality of records.
- Send reminders and follow-ups.
- Ensure equipment and facilities are in good working order.
- Provide proactive assistance for smooth daily operations.

SKILLS

- Calendar management.
- Multitasking efficiently.
- Professional verbal and written communication.
- Customer service orientation.
- Organisation and time management.
- Team collaboration and support.
- Liaising between departments and clients.