



Rewarding and challenging high-level position in a well reputed company that offers varied job responsibilities and I will utilize my tactical as well as managerial abilities. Aspiring to work in a reputed firm domain that provides an opportunity to contribute my educational skills and abilities for the advancement of the organization that I am employed with.

SONIA LIRIL

COVERING LETTER

Dubai

CONTACT NUMBER

971583066327

Whatsapp No:

9048449887

EMAIL

soniaskm2011@gmail.com

Linkedin

linkedin.com/Sonia Liril

LANGUAGE KNOWN

- ENGLISH
- HINDI
- MALAYALAM
- KANNADA

Dear Sir/Madam,

I would like to furnish my candidature for seeking employment.

Please see the copy of my Curriculum Vitae attached for your kind and favorable action.

I am confident that I have enough aptitude to perform duty in accordance with the assignments in terms of my experience of the same fields.

The contents of my resume confirm the prerequisite. I shall be obliged if the job is offered to me. If given a chance to serve in your esteemed organization, I assure you of my best services and dedication for the well-being of the institution.

Please find the attached CV. I look forward your valuable reply soon.

SONIA LIRIL

INTERESTED AREA

- ❖ Public Relation
- ❖ Counselling
- ❖ Administration
- ❖ Coordination
- ❖ Training and Development
- ❖ Data Entry

SKILL HIGHLIGHTS

- Ability to persuade the peoples
- Strong Presentation skill
- 10 yrs. of Experience in Administration And Coordination
- Results-oriented
- Revenue generation
- Well trained & experience management Professional
- Technical Support Skill
- Strong motivational and logical skills
- Resistance to stress

SONIA LIRIL

HR - ADMINISTRATOR



WORK EXPERIENCE

Intract Group
International,Core
I Tower Business
Bay, Dubai **June
2019 - June 2021**

Receptionist Cum Administrative Assistant

- Handling calls, Attending to clients, visitors and candidates.
- Customer relationship management & Customer Service, interacting with clients and visitors from abroad.
- Program Coordination-Arranging meetings/reviews/video conferences, setting & keeping a track of appointments.
- Managing attendance and access control software.
- Responsible for timely reporting to the MD

DIST
Angamaly
**March 2012-March
2019**

HR ASSISTANT CUM PERSONAL SECRETARY OF VICE PRINCIPAL

- Dealing with complaints or problems
- Liaising with clerical, medical and professional staff at all levels
- Writing daily reports
- Staff and students leave
- Monitoring Reception Activities
- Confidential work of VC
- Salary calculating
- Arrange Seminars & Meetings
- Arrange Training programs for motivating staff

TECHNICAL PROFICIENCY

- Microsoft Office, Internet and Email

CORSYS INFOTECH
Infopark, Kakkanad
Aug 2009-Aug 2012

SREE BHARATHI
PUBLIC SCHOOL,
Bangalore
July 2006-July 2009

ADMINISTRATOR

- Handling calls, Attending to clients, visitors and candidates.
- Customer relationship management & Customer Service, interacting with clients and visitors from abroad.
- Program Coordination-Arranging meetings/reviews/video conferences, setting & keeping a track of appointments.
- Managing attendance and access control software.
- Responsible for timely reporting to the MD

COORDINATOR

- Ensure that course documentation, including Intended Learning Outcomes, is clearly specified and that any course changes go through the appropriate approval procedures
- Ensure that booklets/materials and the Blackboard site are ready when required for teachers of the course
- Coordinate to H.O & Branch Office
- Ensure that the course complies with any general requirements specified by the department
- Deal with any problems identified with respect to class by either providing feedback to the staff member concerned, or reporting the problem to the relevant Associate

PRESENT ADDRESS:-

Dubai

EDUCATION

2003-2006	B.Sc Mathematics	Mathathma Ghandi University
2001-2003	Plus Two (Science)	Kerala state board
2001	SSLC	Kerala state board

PERSONAL DEATILS

Name Father's Name	: SEBASTIAN
Gender	:Female
Marital Status	:Married
Name of Guardian	:Liril Abraham
Nationality	:Indian
Passport Details	: M9219739 Valid till 2025
Permanent Address	: Ukken House, Koratty, Thrissur District Kerala India

DECLARATION

I, hereby, declare that above information is true to be best of my knowledge

PLACE: Dubai

DATE: SONIA LIRIL