

Sona A



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Hirenellur At & Post

📍 ,Sagara(T) ,Shivamogga(D)
,Karnataka -577401

📅 7th July 2000

👤 Unmarried

♀ Female

👤 PROFILE

I am a dynamic and results-oriented professional with a passion for innovation and a strategic approach to problem-solving. With a collaborative mindset, I thrive in team environments and actively contribute to achieving shared goals.

🎓 EDUCATION

Diploma in Computer science and Engineering, Sanjay Memorial Polytechnic

Sagara,Karnataka, India

Academic Score: 85%

SSLC(10th), Kittur Rani Chennamma Residential School

Ambaragoppa, Karnataka, India

Academic Score: 84%

🌐 LANGUAGES

English

Kannada

Hindi

📁 PROFESSIONAL EXPERIENCE

Cushman & Wakefield,

Guest Relation Executive(Front Office Executive)

11/2023 – present | Bengaluru, India

- Greeting and Assisting Visitors
- Managing Phone Calls
- Handling Mail and Deliveries
- Administrative Support
- Maintaining the Front Desk Area
- Security and Visitor Management
- Providing Information About the Organization
- Operational Oversight
- Customer and Retailer Interaction
- Event Support
- MIS Support
- Soft Service Management
- MEP (Mechanical, Electrical, Plumbing) Coordination

Pinnacle Infotech, , Internal Sales Executive

2023 | Bengaluru, India

- CRM Management
- Quotation and PO creation
- Invoice and payment management
- IT related products sales & services knowledge
- Vendor and customer handling

🧠 SKILLS

Professional Skills

- Knowledge on basic computer and team handling
- Knowledge on emphasize to build report,Understanding the customer needs
- Coordinating Travel Arrangements
- Managing Appointments and Scheduling
- Maintaining Contact Databases
- Assisting with Employee Onboarding
- HR Coordination

Interpersonal Skills

- Communication skill
- Listening skills
- Technical skills
- Communication management
- Reporting and Documentation

✍ DECLARATION

I do here by declare that the above information is true to the best of my knowlwdge.