

SONIA JATTA

Hyderabad | 8008694862 | jattasonia@yahoo.com



CAREER OBJECTIVE

Seeking a dynamic and challenging professional environment that fosters continuous learning, innovation, and personal development. I aim to contribute meaningfully by applying my skills, creativity, and dedication while constantly enhancing my knowledge and competencies. I am particularly motivated to work in settings that encourage collaboration, adaptability, and excellence, enabling me to grow both professionally and personally while delivering impactful results.

PROFESSIONAL EXPERIENCE

The Universal Edu Hub (TUEH)

Business Head – New Admission and Marketing (Current)

IAEC Overseas Education Consultants

Team Lead – Visa Guidance & Post Landing Services (Oct 2021 – Apr 2024)

SKAN After My School Pvt Ltd

Sales Counselor (Sep 2017 – Dec 2019)

GE Consumer & Industrial India Innovation Centre

Front Office & Admin Officer (Dec 2010 – Mar 2011)

Motorola India Pvt Ltd

Help Desk Executive (Jul 2010 – Oct 2010)

Progressive Minds (Hero Mindmine Institute)

Counselor (Jul 2008 – May 2010)

Raphinx IT Solutions

Voice Support Executive (Oct 2007 – Apr 2008)

Russells Spoken English Pvt Ltd

Admin Officer cum Counselor (Apr 2004 – Sep 2007)

ACADEMIC QUALIFICATIONS

Intermediate (MPC), Board of Intermediate Education (2003)

SSC, Board of Secondary Education (2001)

SKILLS

MS Office | Communication | Counseling | Sales | Administration

STRENGTHS

Quick learner, Strong communication, Professional dedication, Persuasive skills

PERSONAL DETAILS

DOB: 9 Nov 1985 | Nationality: Indian | Languages: English, Hindi, Telugu, Kannada, Marathi