

Shefali Sahni

I seek challenging opportunities where I can fully use my skills for the success of the organization.

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EXPERIENCE

2023-2024

Pattison Group – Calgary Alberta Canada
Front End Specialist CRM (E Commerce)

- Part of CRM Team to execute strategies to increase customer engagement

Zante Wellness Centre(Kanpur, UP, India) - Administrative Manager

2018 to 2022

- Maintained communication with clients' families and primary caregivers to ensure optimal wellness.
- Provided administrative and clerical support to 30 personnel to include preparing correspondence, presentations, filing, record, and timekeeping.
- Implemented administrative correspondence tracking system that helped in providing improved customer service.
- Coached, trained and supervised staff in organizational policies and procedures to effectively increase effectiveness.

SLM Skylark Public School (Kanpur, UP, India) — Coordinator

2008 - 2012

- Coordinated with staff of 50 teachers.
- Provided on-site training for staff consisting of curriculum development, workshops, and modeling how to deliver an effective lesson.
- Assisted in organizing all annual school events.

EDUCATION

International Polytechnic for Women (Dehradun)- Textile Designing

Garhwal University (Dehradun) - Bachelor of Commerce

Allahabad University - Bachelor of Education

SKILLS

Microsoft Office
Office Management
Exceptional Organizational skills
Superior Time Management
Administration
Event Management
Customer Service
Painting

LANGUAGES

English
Hindi
Punjabi