


Name	:	Mrs. Sonam Sharma	
Designation	:	Assistant Administrative Officer	
Qualification	:	MSW, PGDCA	
Experience	:	18 Years	
Brief Details (about yourself):			
<p>Mrs. Sonam Sharma with a strong passion for Education and Administration, serve as an Assistant Administrative Officer at ICFAI University IBS-Jaipur. She provides crucial support to the administrative team, ensuring seamless operations and effective management of university affairs.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Providing administrative support to the university. • Managing day to day operations ensuring smooth functioning of department. • Coordinating meetings. • Maintaining records, database, and files. 			