



Ari Sohal

Business Administrator/Personal Stylist

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Languages

English (Native)

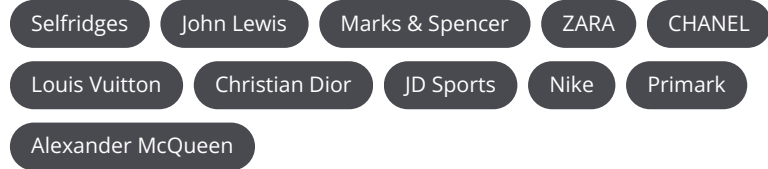
Hindi (Work Proficiency)

Panjabi (Native)

About

With over 10 years in luxury personal styling and shopping, I excel in bespoke services, trend analysis, and client advisory. Experienced across boutiques, department stores, and travel retail, I ensure impeccable customer experiences in high-end fashion environments.

BRANDS WORKED WITH



Experience

● Business Administrator/PA

SBM Corporate Real Estate Ltd | Jun 2023 - Dec 2023

Managed office operations and daily administrative functions for a fast-paced office. Oversaw client meetings, coordination, corporate real estate projects and presentations, and company events.

- Coordinated MD client meetings, travel arrangements, diary management and itinerary for business trips.
- Streamlined workflow processes to increase efficiency and reduce costs.
- Provided extensive support with special projects, reports, and presentations.
- Scheduled and coordinated and attended client meetings in the EU and APAC regions, ensuring documentation and follow ups on action items.



● Project Assistant

Veolia UK | Jan 2021 - Jan 2023

Analysed and reported data using Google Sheets to inform project decisions. Identified and corrected deviations from project documents to maintain accuracy. Acquired proficiency in implementing Agile methodology. Identified and rectified duplicate data in reporting processes, ensuring accuracy and efficiency.

- Achieved project deadlines, resulting in a 10% increase in consistent workflow within the project team.
- Worked closely with the project team to align goals and objectives with the company's mission and vision.
- Successfully navigated the project management realm, embracing the evolution and completion of various projects.



● Business Administrator

Insight Private Finance | Jan 2020 - Jan 2021

Supported eight mortgage advisors within a team by cultivating and maintaining strong working relationships with clients and team members. Coordinated with underwriters, title companies, and other stakeholders to facilitate smooth mortgage transactions.

- Achieved a 100% personal success rate within the team by overseeing the loan application process, including reviewing applications, verifying applicant information, and ensuring the completion of all required legal documentation.
- Ensured compliance with GDPR and other mortgage regulations.
- Attained the personal target of completing the most applications in a week, highlighting dedication and efficiency in task completion.

● Mortgage Administrator/EA

Embrace Financial Services Ltd | Jan 2018 - Jan 2020

Provide support to the Financial Advisor daily with the mortgage process, client meetings, travel, responding to inquiries, addressing concerns, and

training staff to ensure positive client feedback.

- Ensured full compliance with regulatory requirements and internal policies by organising and maintaining loan documentation.
- Accurately evaluated applicants' creditworthiness, leading to streamlined loan processing and increased approval rates.
- Efficiently managed over fifty applications in a month, demonstrating organisational skills and dedication to task management.

● Office Manager/PA

SKV Styles Ltd | Jan 2014 - Jan 2018

Coordinated administrative, health & safety, legal, operational, and technical duties. Organised and coordinated company events and office activities to enhance team building and social interaction. Processed expenses and invoices, managed business expenditures, minutes, maintained the office inventory and ordering of manufacturing supplies.

- Achieved a 15% reduction in procurement costs by negotiating new supplier contracts.
- Effectively managed a team of three administrators, providing PA support and fostering team collaboration.
- Successfully managed office space optimisation to provide better working conditions for staff.
- Exhibited proficiency in administering all complaints, negotiating costs and contracts, and facilitating team-building activities, contributing to enhanced operational efficiency and a positive work environment.

● Personal Stylist/Shopper

Ren Sohal | Sep 2012 - Now

- Delivering a bespoke styling and personal shopping service and offering style-related advice to clients.
- Staying abreast of new and current trends from the high street to high-end luxury fashion.
- Providing support in development, planning, negotiating, and executing of events such as high-end designer fashion shows and luxury sample sales.
- Styling and fitting models backstage for high-profile events, managing collaborations between designers, machinists, and makeup artists.
- Managing social media accounts on behalf of the designers, including Instagram and Facebook.