**CURRICULUM VITAE**

Sonia

Phone No.: 9953763918

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Add: M-83 Raghubir Nagar New Delhi-110027

# Career Objective:

* To enter an organization and utilize my best of the knowledge for upbringing of the organization and simultaneously learn advance technology to be compatible with the scenario.

# Academic Qualifications:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination Passed** | **Year** | **Board** | **Percentage** |
| 10pass from | 2007 | **C.B.S.E bored** | 50% |
| 12 pass from | 2009 | **C.B.S.E bored** | 71.3% |
| Graduation | 2012 | **D.U** | Graduate |
| Post Graduation | 2016 | **IGNU** | Pursuing |

# Computer Proficiency:

1. Basic knowledge of computer: **Microsoft word ,Excel, Power Point & DTP.**

2. Desktop Publishing (D.T.P).

**Professional Experience:**

1. Three Years Experience in **Khetarpal Nursing Home as a Computer Operator & Receptionists, TPA.**
2. Six Month Experience with Unicon Company as a Telly Caller.
3. 1 Year Experience in IFB as a coordinator.

# Hobbies:

* Socializing, interacting with people from various fields and interests
* Listening music.

# Strength:

* Positive attitude towards life.
* Confidence.
* Enthusiastic.
* Dedicated to my work.

# Personal Information:-

Name : Sonia

Father’s Name : Sh. Brijwasi Lal

Date of Birth : 14-05-1990

Nationality : Indian

Religion : Hindu

Marital status : Unmarried

Languages Known : Hindi & English

Permanent address : M-83, Raghubir Nagar (NEW DELHI)

Pin code-110027

**Declaration:-**

I hereby declare that all the details furnished above are true to the best of my knowledge.

**( SONIA)**