

Shivam Soni

+91-9235388122 | Shivamsoni9235@gmail.com | [linkedin.in/shivamsoni8192](https://www.linkedin.in/shivamsoni8192)

Career Objective

I am passionate about learning and aim to grow my career by gaining knowledge, skill and real – world experience in Human Resource and Data Analysis.

EDUCATION

K.P. Uccha Shiksha Sansthan

Jhalwa, Prayagraj

Bachelor of Computer Applications (BCA) - Pursuing

UP Board – 12th

UP Board – 10th

SKILLS

Recruitment | Microsoft Excel | MS Word | Email Writing | Communication skills |
[SQL - Power BI – Python – Learning]

CERTIFICATIONS

Professional Diploma in Computer Application & Office Management

Lycos Computer Education Centre, Allahabad

Duration: 16 Months.

EXPERIENCE

Working via Shaan Traders Distributors as a Home Service Partner Engineer - Reliance

Worked via IT World Distributors as a Back Office Executive in Airtel DTH Division.

Worked as a Retail Sales and Billing Executive at Surju Mahajan Jageshwar Nath Jewellers.

Worked as a Cashier at an official Bajaj Auto Service Centre

Domain of interest :

Data Analyst

Human Resources

PERSONAL DETAILS

Date of Birth : 29/04/1999

Gender : Male

Nationality : Indian

Language : English, Hindi