**Resume**

**Sonali Yadav**

Mhowgaon, Mhow

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Contact: 7692826414

**OBJECTIVE**

I shall strive for continuous growth and development of organization with effective co-ordination and teamwork and aim to be creative, innovative in work.

# **Education**

## Bachelor's in Computer Science Engineering - Rajiv Gandhi Technical University

Passed B.E (C.S) from Vikrant Institute of Technology and Management Indore with 7.24 CGPA in

August 2015 to May 2019.

## Higher secondary - M.P. Board

Passed XII From Kelwa Public higher secondary school with 79.08% in 2015.

## High secondary - M.P. Board

Passed X From Kelwa Public higher secondary school with 81.16% in 2013.

**Work Experience**

**Back Office Assistant and HR Assistant**

I have 3+ Years experience in Ashutosh Telecom Service Top-1 BSNL FTTH franchisee - Mhow

February 2019 to Present

* Data Management
* Account Management
* Payroll
* Basic knowledge of EPF and ESIC
* Back Office
* Telecalling
* Technical support

**JOB ROLES**

* Verified that information in the computer system was up-to-date and accurate.
* Ensured confidentially of all personnel, office, and employment records.
* Provided administrative support with payroll,calendars, meetings and training events.
* Trained and onboarded new employees, and conducted orientation for new staff hires.
* Maintain a 90% accuracy rate by assessing client documents for errors according to standard practices.

# **Skills**

* Strong analytical, process and problem solving skills.
* Proficient in basic skills of Microsoft Office suite including MS Access, MS Excel, MS Word, etc.
* Excellent verbal, written, and presentation skills with the ability to effectively interact with all levels of management.
* Intensive attention to detail and the ability to analyse and process large amounts of data.

# **Additional Information**

# **COMPUTER KNOWLEDGE**:

* Good knowledge of computer.
* Basic knowledge of computer language: C, C++ and ANDROID.

**PERSONAL SKILLS**:

* Positive Attitude, Team Work, Analytical Skill.
* Adaptable to Changing Situations.
* Willingness to learn.

**PERSONAL PROFILE**

Date of Birth : 09-Oct-1998

Father’s Name : Mr. Totaram Yadav

Language : English, Hindi

Marital Status : Single

**DECLARATION**

I Confirm that the information provide by me is true to the best of my knowledge and belief.

PLACE: MHOW

DATE: