

SONAM YADAV

FRESHER

CONTACT

- 8983230728
- sonamyadav.sy03@gmail.com
- Ambernath, Thane

PROFILE SUMMARY

Proficient in Tally and well-versed in office management tasks. Demonstrates excellent organizational and administrative skills, with a commitment to accuracy and efficiency in every project. Eager to apply my skills in a professional setting to contribute to the success of the organization.

EDUCATION

VEDANTA COLLEGE , VITHALVADI

- Bachelor's Degree in Commerce
- Duration : 2024 - Present

R.C.T COLLEGE

- HSC in field of Commerce
- Duration : 2022 - 2024

L.F.E. HIGH SCHOOL, AMBARNATH

- SSC Maharashtra Board
- Duration: 2011 - 2022

SKILLS

- Project Management
- Teamwork
- Communication
- Accounting and Financial reporting
- Bookkeeping and ledger maintenance
- Date entry and analysis

HOBBIES

- Cricket
- Music

LANGUAGES

- English
- Hindi