

Mansi Soni

PH : 7041244530
mansisoni2330@gmail.com
Ahmedabad, Gujarat

OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

❖ **cFirst background checks LLP**

Client Service Executive
Tenure: Jan 2021 - Till date

Role:

Co-Ordinate with client on regular basis for process regarding.
Received initiation from client, validate the profile with SOW and shared insufficiency with clients.
Maintain tracker of daily initiation

❖ **APARC**

Project Assistant
Tenure: Dec 2018 - July 2020

Role:

Working in Semi - Government organization. Making reports, Prepare data, charts and tables for reports.

PROJECTS

1) SGA - Skill Gap Analysis

- Data Analysis
- Prepare data, charts and tables for reports
- Skill gap analysis of all the stakeholders in 170 municipalities of Gujarat state

2) SVS - Street Vendor Survey

- Report writing
- Street Vendor Survey and preparation of city street vending plan in 132 municipalities of Gujarat state

3) Homestay

- Documentation work
- Document verification of homestay application in Gujarat

4) ICBP - Integrated Capacity Building Programme

- Co-coordinating in programme arranged for ULB
- Integrated Capacity Building Programme of chief officers and other municipality officials under GUDM training Project

5) Apprenticeship Scheme

- Report writing
- Large Scale Survey
- Workshop conducted under apprenticeship scheme by GoG

EDUCATION

❖ M.Com

Gujarat University
Jun-2020 to Apr-2022

❖ B.Com

Gujarat University
Jun-2017 to Sep-2020

Skills

Adequate knowledge of Excel
Quick Learner
Communication Skill

Declaration

I hereby declare that the above information is truly the best of my knowledge.

Place: Ahmedabad

Mansi Soni