

## **CURRICULUM-VITAE**

**MANAN D SONI**  
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**1640, Soni No Khancho,**  
**Kapdiwad,Raipur,**  
**Ahmedabad - 380001**

### **OBJECTIVE**

I aspire for a career hi-tech environment with committed & dedicated people, which will provide me opportunities, suitably reward and give a chance.

### **PERSONAL INFORMATION**

**Father's Name** : Dhananjay Ramanlal Soni  
**Date of Birth** : 12<sup>th</sup> June, 1997  
**Gender** : Male  
**Languages Known** : English, Hindi, and Gujarati.

### **QUALIFICATION**

**2020** M.Com From Gujarat University with Second Class (56%).  
**2017** B. Com From Gujarat University with Second Class (53%)  
**2017** English typing 40 w.p.m and English Shorthand 120 w.p.m  
**2014** Higher Secondary From G.H.S.E. Board (74%)  
**2012** Secondary From G.S.E. Board (76%)

### **SUBJECTS OF INTEREST**

Stenography

### **PROFESSIONAL STRENGTH**

1. Self confident
2. Hard and Smart working.
3. Can maintain excellent relationship with peoples.

### **COMPUTER SKILL**

1. Tally ERP-9
2. Excel
3. Ms. Office
4. CCC

### **WORK EXPERIANCE**

I have two and a half years (from 1<sup>st</sup> April 2017 to 31<sup>st</sup> October, 2019) working experience as a Steno Typist with Satyam Joshi, Advocate, Ahmedabad.

### **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**  
**Place: AHMEDABAD**

**MANAN D. SONI**