**Curriculum Vitae**

**Sangeeta Soni**

Abjibapa Lake View

Nirant Cross Road, Vastral

Ahmedabad (382418)

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**Objectives:**

To work for a company in which I can contribute my knowledge, skills and experience for achieving the company’s goals, objectives and targets in a timely and efficient manner.

**Work Experience:**

* Eklavya Public School

Dept: Administrative work.

From: 27/May/2014 till today.

* Talent Public School (M.P.)

Dept: Administration work along with teaching.

From: 01-06-2003 To 30-11-2009

* Dhamtari Public School (M.P.)

Dept: Administration work along with teaching.

From: 01-09-1999 To 30-04-2003

**Computer Knowledge:**

* Basic knowledge in MS-Office, Internet etc.
* Entries in Excel sheet.

**Languages known**: English, Hindi, Gujarati.

**Educational Qualification:**

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| **Year** | **Examination** | **Board** | **Percentages** |
| 2015 | B.Ed. | Gujarat University | 79 % |
| 2001 | M.A. | Pt. Ravishankar University, Raipur, M.P. | 48 % |
| 1999 | B.H.Sc. | Pt. Ravishankar University, Raipur, M.P. | 59 % |
| 1996 | H.Sc. | Govt. Girls School, Dhamtari, C.G. | 68 % |

**Skills and competencies:**

* Positive Attitude, Punctuality.
* Confident, Enthusiastic, Honest, Co-operative Nature.
* Believe in team work.
* Good hand writing skill.
* I am dedicated to my job. Always willing to walk for extra miles to achieve excellence.

Sangeeta Soni