

CURRICULUM VITAE



SONIA



Phone

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Email

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Address

Punjab.



Pin Code

141008

WORK EXPERIENCE

Social Media Posts

- Creating Social Media Posts in BYF

Back Office Executive

- Handle office, Clients & Handle all the file system
- Experience : 3 Months

Elite Visa Services

- Data Entry operator

LANGUAGE

Hindi ★★★★★

Punjabi ★★★★★

Haryanvi ★★★★★

English ★★★★★

PERSONAL SKILLS

- Honesty
- Leadership
- Accepting Challenges
- Good Communication Skills
- Time Management & Project Management Skills

(THANK YOU)

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- To build career in a growing organization, where I can get the opportunities to prove my abilities challenges, fulfilling organizational goal and climb the career ladder through continuous learning and commitment.

• ACADEMIC QUALIFICATION

- 10th Passed from P.S.E.B Board. (2018)
- 12th Passed from P.S.E.B Board. (2020)
- Bachelor's of Computer Applications in Govt.College for Girls,Ldh. (2020-2023)

• OTHER QUALIFICATIONS

- Good Knowledge of Computer.

• TRAININGS

- TECHPILE TECHNOLOGY PVT.LTD.
- PREROGATIVE GROUP OF INSTITUTES

• INTERNSHIP

- GRAPHIC DESIGNING
- Organization : Prerogative Group of Institutes
- Project : Social Media Posters
- Duration : 45 Days

• ACTIVITIES

- NSS
- Part of Anti Drug Society,
- Psychology Society,
- Red Ribbon Club,
- Member of Counselling Cell,
- Other Social Activities etc.

DECLARATION

- I Solemnly declare that all the above information is a correct so that the best of my knowledge and belief.