

# Aradhya Soni

Delhi, Delhi 110005

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+91 79829 13686

I am an 18 year old fresher accustomed to maintaining records and using microsoft office, looking to gain more experience through internships, expand my horizon and hone my skills.

I am extremely motivated and excited to tackle the hardships that await me

Willing to relocate: Anywhere

## Personal Details

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**Date of Birth:** 2005-08-25

**Eligible to work in:** India

**Highest Career Level:** Fresher

**Industry:** Analytics, Banking & Finance, Business Operations, Human Resources, IT-Hardware & Networking, Internet, Ecommerce, Management, Marketing

**Total years of experience:** 0

## Education

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### 12th Pass

St Michael's senior secondary school - Delhi, Delhi

CBSE | English medium

Passing year: 2023 | Scored: 88

### 10th Pass

St Michael's Senior Secondary School - Delhi, Delhi

CBSE | English medium

Passing year: 2021 | Scored: 86

## Skills / IT Skills

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- Microsoft Excel (5 years)
- Microsoft Word (7 years)
- Microsoft Powerpoint (5 years)