

## Curriculum Vitae

**Soni. Tusharkumar Bhadreshbhai**  
**733/shastri kunj soc, laxmipura Road. G.H Board**  
**Gorwa, Vadodara-16**  
**E-mail : sonitushar034@gmail.com**

### **OBJECTIVE**

To apply my skills, and education toward a challenging position within reputed industries offering opportunities to long term career growth and advancement.

### **Personal information:**

#### **Permanent Address:**

733/shastri kunj soc,  
Laxmipura Road G.H Board  
Gorwa, Vadodara-16  
**Mobile: 8128868118**

**Name:** Tushar B Soni

**Date of Birth:** 15 March 1990

**Marital Status:** Married

**Hobbies:** playing Cricket, Listening Music.

### **Educational Background**

**Gujarat State Central Board Exam**

**SSC BOARD PASS MARCH-2005**

### **Professional Education:**

- **Information Technology Course  
(I.T) (AUGUST'05 TO JULY'07)**

**2 Years Course Complete with First Class INDUSTRIAL TRAINING INSTITUTE (I.T.I-  
GOVERNMENT OF INDIA) Gorwa, Baroda.**

## **PROFESSIONAL SKILL**

- Strong Computer Skills and Knowledge All MS OFFICE.
- Basic Knowledge of Computer Hardware
- MIS and Data Management (Vlookup,lookup,Pivot,data filter..etc)

## **Professional Experience**

### **March'07 Sterling-Hoffman Software Consultant Pvt, Baroda.**

Data Entry Administrative Assistant (As Apprentices Trainee)

- Resume Formatting
- Upload Resume of the Candidate and Clients.
- Work On Janna (Pharma / Food).
- Data Entry Work.

### **November'08 to January'10 with Health India T.P.A Services Pvt Ltd Baroda**

Data Entry Administrative Assistant

- File Processing of Insurance co.like Lic, Sbi,Tata(TALIC)

### **February'10 to February' 12 with E-Meditek (TPA) Services Ltd., Baroda**

Executive Administrative Assistant

- File Processing of Insurance co. like Lic, Sbi, Tata (TALIC), SUD, Bharti Axa Life Ins.
- Co-ordinate with DC and LIC Branches.

### **February'12 to July'12 with Sujay Urological Hosptial., Baroda**

- Administration and Billing

### **July'12 to Feb'14 with E-Meditek (TPA) Services Ltd., Baroda**

- KRM-Key Relationship Manager

**Feb'14 to Present with Dedicated Health service Pvt ltd Baroda**

- Executive (Co-Ordinate with Corporate,Ins co.)

**Language Known:-**

Gujarati – Good

Hindi – Good

English - Average

**REFERENCES:**

**Available On Request.**