**Resume**

**Sonal Vinay Rai**

**55/ Shivalay Bunglows, Tarsadi, kosamba**

**Surat, Gujarat-394120**

**Contact No.: 7203051614**

**Email ID : sonalyadav488@gmail.com**

* **Career Objective**

To get the challenging role in organization where i can utilize my knowledge at the best.

* **Education Qualification**

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| --- | --- | --- | --- |
| **Degree** | **University/Board** | **Year of Passing** | **Percentage** |
| S.S.C. | G.S.E.B | March - 2012 | 62% |
| H.S.C. | G.H.S.E.B | March - 2014 | 55% |
| B.B.A. | VNSGU | April - 2022 | 5.5 % |

* **Experience:**
* Shree Home Finance - Loan Consultancy Office
  + I had worked as a Tele caller operator for the period of May-2015 to July-2016.
* Jomso.com - E-Commerce Industry
  + I had worked as a Back Office Executive for the period of August-2016 to February-2017
* G.N Thread and Jari – Dying Company
* I had worked as a Company Assistant (Finance, Tally, Cashier) for the period from may - 2017 to march- 2018

* Mechtek Engineers – Plant Maintenance & Project Work
* I had worked as a Accountant/HR (GST, TDS, Billing, Tally, Bank reconciliation, Sale, purchase, work order, Measurement, Mailing, PF, ESIC, Wages & Compliance) from 13-04-2018 to 16-07-2022
* Rajeshwari Engineering– Plant Maintenance & Project work
* I had worked as a Accountant/HR (GST, TDS, Billing, Tally, Bank reconciliation, Sale, purchase, work order, Measurement, Mailing, PF, ESIC, Wages & Compliance) from 17-07-2022 to till date.

* **Strength**
* Confident
* Punctual
* Excellent Leadership Skills

**Personal Details :**

Date of Birth : 05/07/1996

Gender : Female

Nationality : Indian

Languages Known : Hindi , English , Gujarati

Marital Status : Married

**Hobbies:**

* Music
* Sports & games
* Reading
* Travelling

**DECLARATION:**

I hereby declared that the above stated information are correct to the best of my knowledge belief. I assume you that if you select me for your organization, I will do my satisfaction to you with dedication & hardworking

**(Sonal Rai)**