

# SONAM K. YADAV

BACKEND OPERATIONS  
ASSISTANT

## CAREER OBJECTIVE

To work in an organization where, I can improve my skill and also where, I can get to know my talents which can utilize all my resources to the best and help me to grow as an individual.

## CONTACT

ADDRESS: ROOM NO: 3,  
BHAIKAS BHUTA CHAWL,  
PARSI PANCHAYAT ROAD,  
ANDHERI (EAST)  
MUMBAI- 400 069.

CONTACT: 9326172561

EMAIL ID:

SONAM.KAMLESH12@GMAIL.COM

## EXPERIENCE

### BACKEND OPERATIONS: ASSISTANT

SECURE1 SECURITY SERVICES | JUN 2018 - TILL DATE

- Payroll Management
- Maintain day to day attendance records of employees
- Attendance Management
- Personnel Uniform record management
- PF and ESIC Form filling
- Documentation and Filing

### ASSOCIATE: RESERVATION/ CRM

OSSTA MANAGEMENT PVT. LTD | OCT 2016 - DEC 2017

- Reservation Management
- Customer Relationship Management
- Feedback Calling
- Attendance Management

## EDUCATION

### BACHELOR OF ARTS (DISTANCE LEARNING)

ALLAHABADH UNIVERSITY | 2018 - 2019

GRADE : PURSUING

### IXTH STD

ALLAHABADH UNIVERSITY | 2015- 2016

GRADE: 64.5%

### XTH STD

| 2013-2014

INTER COLLEGE TARATI SCHOOL, JAUNPUR

GRADE: 82%

## SKILLS

- |                                     |                 |
|-------------------------------------|-----------------|
| • Payroll Management                | • MS Excel      |
| • Attendance Management             | • MS Word       |
| • Customer Service                  | • MS Powerpoint |
| • Database Management               | • CRM           |
| • Typing Speed : 35 w.p.m (English) | • Data Entry    |

## MORE INFORMATION

D.o.b : 12th April, 1998

Religion: Hindu

Marital Status : Unmarried

Languages known:Hindi, English, Marathi