

CURRICULUM VITAE

House No. 72, Block – 1,
Khichripur, Delhi – 91
Email: **naresh.sonik@gmail.com**
Contact No: 9718103989

NARESH SONIK

Experience

- Five years experience with **Max Balaji Hospital** as **Store Keeper. (2005-2010)**
- Five years experience with **Dart Mail Pvt. Ltd.** as **Data Entry Operator. (2011-2015)**
- One years experience with **Rozgari Service Pvt Ltd.** as **Data Entry Operator.(2015-2016).**
- Tops Security Ltd. **Data Entry Operator** (May 2017- November 2018).

Key Responsibility

- Daily updating employee database.
- Preparing Day End Report.
- Prepare Daily, Weekly, Monthly Report.
- Coordinate with process managers for data collation and reporting.
- Ensure timely resolution of queries from different departments.

Software Skills

- Knowledge of Basic computer
- Microsoft-Excel,
- Microsoft-Word,
- Internet & Email
- Advance Excel (V-Lookup & H-Lookup)
- Knowledge of Macros MIS and Pivot Table

Educational Qualification

- 10th Passed from NIOS 2003 (Delhi).
- 12th Passed from HSEB Delhi 2005.

Personal Details

- Father's Name : Shri Ramesh Sonik
- Date of Birth : 06-Aug-1984
- Marital Status : Married
- Language Known : Hindi
- Hobbies : Playing Cricket, Watching movie

I hereby state that all the above statements are true to the best of my knowledge and belief.

Date.....

Place.....

(NARESH SONIK)