

Soniya Sharma

Delhi, Delhi

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Seeking a challenging career with a progressive Organization that provides an opportunity to Capitalize my technical skills & abilities in the field of information technology.

PERSONAL SKILLS

- Ability to work independently or as part of a team.
- Highly Organized and efficient.
- Fast Learn Capabilities.

Work Experience

customer support

AMBICA COMMUNICATIONS

July 2020 to Present

in Courier Company SPEED & SAFE COURIERS.

- 6 month experience as a Railway & Air Ticketing operator DONA TRAVELS.
- 7 years as a Computer operator & English, Hindi Typist in AMBICA COMMUNICATIONS.
- 1 year experience as a Typist (Mathematics, English, Hindi, Mangal) in ADDA247.
- Current working as a Typist (Mathematics, English, Hindi & Mangal) in APTTRIX E-LEARNING

PERSONAL SKILLS

- Ability to work independently or as part of a team.
- Highly Organized and efficient.
- Fast Learn Capabilities.

Skills / IT Skills

- Microsoft Office (MS Word, Excel, PowerPoint, Internet, etc.)
- English Typing (30WPM)
- Hindi Typing (30WPM)
- Fair knowledge of Page Maker, Inpage, Photoshop.
- Checking daily Email.
- Data Entry.
- Hindi & English Typing in MS Word, Inpage, Pagemaker.
- Use of Photoshop.
- Answering question and request via phone and emails.
- Make GST bills in Excel sheet.

- Make monthly Sale, Purchase record of GST.
- Make all office payments digitally.
- Good knowledge of Internet Banking. Phone: +91 8586860217 Email: 996806@gmail.com