

CURRICULUM VITAE



SUBHASH SODA

CORRESPONDENCE ADDRESS:

A-5/151-C PASCHIM VIHAR NEW DELHI:-110063

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OBJECTIVE:

"To obtain a rewarding position in the field of MANAGEMENT and coordinate with a team of highly experienced professionals for my personal as well as corporate growth."

WORK EXPERIENCE

- 1) Worked in UIDAI (Aadhaar) from **October 2014 to May 2016** as a QCA (Quality Control Analyst).

Projects Undertaken:

UIDAI (Unique Identification Authority of India), **Ministry of Communication & IT, Department of Electronics & Information Technology (DeitY)**

Roles and Responsibilities:

- AEBAS (Aadhaar Enabled Biometric Attendance System) at Ministries of Central Government.
- BFD (Best Finger Detection) Software installation at NICs in Ministries.
- Registering Employees on attendance.gov.in for Attendance.
- Worked in Grievance Cell at Regional Office (RO), New Delhi.
- Pension & Social Welfare Scheme under the Delhi Govt. Certificate for Pensioners.
- DBTL, PAHAL-Direct Benefits Transfer for LPG (DBTL) Consumers Scheme.

- 2) Working Experience in **KBS INSTITUTE PVT. LTD**, From **July 2011 to September 2014** as a Office Assistant

Roles and Responsibilities:

- Co-ordinate and maintain staff administrative records.

ACADEMIC QUALIFICATION:

1. Secondary Examination From CBSE Board in 1998.
2. Senior Secondary Examination From CBSE Board in 2000.
3. Graduation From Satyawati College in B.Com(pass) From Delhi University 2003.

COMPUTER LITERACY:**One year Diploma in Computer of Application from Pick Point.**

The Subject Included:-

DCA-{MS –Word,MS –Excel,MS-Access, MS-Power Point,Tally.}

Internet Operating System-Window95,98,2000,XP,7,8 and window10.

INTERESTS

1. **Sports** Have actively participated in Cricket, Volleyball, Table Tennis at school level.
2. **Other** Have a wide range of other interests including Music, Internet and Computer.

PERSONAL DETAILS:

NAME	:	Subhash Soda
Date of Birth	:	17 th Dec. 1981
Father's Name	:	Sh.Pratap Singh
Sex	:	Male
Marital Status	:	Married
Languages Known	:	Hindi,English
Health	:	Excellent
Strength	:	Flexible,Self learning ability,punctual,optimistic.

I hereby declare that all the information provided by me in this application is factual and correct to the best of My knowledge and belief.

Date:_____

Place: New Delhi

(SUBHASH SODA)