

SONAM SHARMA

**PHONE**

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**EMAIL/LinkedIn**

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**DATE OF BIRTH**

25th Nov, 1998

CAREER OBJECTIVE

To work with an organization which provides me ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization.

SKILLS

- Excellent verbal and written skills
- Good Communication and presentation skills
- Typing skills is 30 – 40 words per minute
- Knowledge of Shorthand/Stenography
- Good knowledge of MS office suit that includes Excel, Power Point, File management.
- Extremely enthusiastic, good listener, hard worker, sincere, flexible, respectful, Creative, understands and work well with team. Strong and open minded. Fast learner and learning new and diverse work.

WORK EXPERIENCE

Fresher with respect to corporate profile but have teaching experience of more than 4 years.



EDUCATIONAL QUALIFICATIONS

- Pursuing **Masters in Public Administration** from IGNOU
- **Bachelors in Science** from IGNOU in year 2020 with first division
- **XII** from CBSE Board in year 2016 with Non-Medical Science
- **X** from CBSE Board in year 2014



EXTRA CURRICULAR ACHIEVEMENTS

- Awarded Category 'A' certificate from NCC Directorate under the authority of Ministry of Defence in year 2014;
- Attended combined Annual Training camp held at DG NCC Parade Ground Delhi-Cantt in 2012 and 2013;
- Awarded various Certificates and Medals in Academic & Co-curricular Activities at School Level;
- Awarded First position in NCC marching at zonal level;
- Got Lal Bahadur Shastri Scholarship at School Level.

CORE COMPETENCIES AND HOBBIES

- Quick and always eager to learn new things.
- Team Player and willingness to learn
- Ambitious, quick learner and committed to excellence
- Interest in Drawing, Painting, Sketching and gardening
- Watching documentaries

PRESENT ADDRESS

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