

## **SONAM RATHORE**

### **ADDRESS**

S-134 Air Force Station Hindan, 201004  
Ghaziabad.

**Telephone:** 9457613836

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### **CARRER OBJECTIVE**

To perceive a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge.

### **WORK EXPERIENCE**

- **Bharat Electronic Ltd.** (Under Ministry of Defense)  
From 05<sup>th</sup> Aug 2016 to 04<sup>th</sup> Aug 2017 (1 Year)
- Worked in Development and Engineering Department as an ITI COPA Trade Student.
- Worked as Assistant of Sr.DGM Office .

### **EDUCATION QUALIFICATION**

<b>Matriculation</b>	K.V.No.2 Air Force Station Hindan, Ghaziabad (C.B.S.E) in 2012
<b>Intermediate</b>	K.V.No.1 Air Force Station Hindan, Ghaziabad (C.B.S.E) in 2014
<b>Bachelors</b>	B.A Program From Delhi University in 2017
<b>ITI (18 month) in COPA</b>	Passed from N.C.V.T (National Council for Vocational Training) in 2015
<b>Secretarial Practice Course</b>	Passed from N.S.I.C (National Small Industries Co-operation) in 2015

### **TECHNICAL & OFFICIAL SKILL**

- Web Technologies : HTML
- Operating System : Windows XP, 7, 8
- Microsoft Office : MS Excel, MS Word, MS Power Point.
- SAP : Invoice Request & Movement Order
- Office Work : File Management, Circular Movement , Stationary Maintenance.

## **STRENGTH**

- Good communication skills
- Ready to take responsibility
- Quick learner & Good Interpersonal skill

## **PERSONAL DETAILS**

Father's Name	:	L. S. Rathore
D.O.B	:	21 Oct 1994
Gender	:	Female
Marital Status	:	Unmarried
Nationality	:	Indian
Language Known	:	Hindi, English

## **DECLARATION**

I hereby declare that the statement furnished above are true and accurate to the best of my knowledge.