SONI KUMARI

Contact

(M)-7678409598
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Experience

DATA ENTRY OPERATOR

A to Z INSTITUTE

- Preparation and maintenance of records in manual and digital formats.
- Data entry related to leaves of Students.
- Maintaining records of Students Admission.
- Preparing and consolidating information asked by Higher Authorities.

Personal Profile

Date of Birth:-Jan. 1998
Father Name:- Ratan Prasad
Gender: -Female
Nationality:-Indian
Languages Known:-Hindi, English

Highlights

- Results-oriented
- Progressive experience
- Organizational capacity
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education

- 10th Passed from CBSE.
- 12th Passed from CBSE.
- B.com From Delhi University.

TechnicalSkills

- Knowledge of Excel and Basic Computer.
- Knowledge of HTML. CSS & Java Script.

Hobbies

- Reading Book.
- Listening Music.
- Gardening Plants.