**RESUME**

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| **SONALI SONI**  95, GT Road, Nandibagan  Flat No.12, 5th Floor  Nandlal Market Salkia, Howrah  Contact Number: +91-8109250960  Email: sonali.soni2701@gmail.com |

**Objective:**

To work in an esteemed organization to utilize my skills and knowledge to the maximum extent giving me further chance to grow in this ever-changing environment.

**Education Details:**

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| --- | --- | --- | --- | --- |
| **Degree / Certificate** | **College/School** | **University/Board** | **Year** | **Marks Obtained** |
| M.B. A | CRIM, UTD, Bhopal | BU, Bhopal | 2011 | 70.00% |
| B.C. A | Rajiv Gandhi Computer College, Satna | MCRPV, Bhopal | 2009 | 74.00% |
| Higher Secondary | St. Michaels Senior Secondary School, Satna | MP Board | 2006 | 56.00% |
| Secondary School | Christukula Mission Higher Secondary School, Satna | ICSC Board | 2004 | 60.00% |

**Work Experience:**

**M.P.P.K.V.V.C.L.** (Madhya Pradesh Paschim Kshetra Vidyut Vitran Company Limited, ***Wholly Owned by MP GOVT.***), **Indore**

**Website:** Mpwz.co.in

**Joining:** 24 July 2013

**Resignation:** 30 June 2016

**Designation:** Office Assistant Grade III

**Job Responsibilities:**

* Bill correction (Manually).
* Consumer dealing.
* Working on RAPDRP (Billing and data updating Application)
* Data collection and bill generation.
* Working on ERP.
* Consumer Complaints resolutions through different portals like CM Helpline (Govt. Website) and Urjas (Official Website), Jansunwai Complaints(consumer forum) and other complaints registered in office.
* Initiated and Handled Camera Meter Reading process.
* Generating and Scrutinizing MIS reports.
* Working on all the applications used at zonal level, monitoring them and sending related information on higher level.
* Provide training to office employees on all the applications to be used.

**Management Training and Projects Undertaken**

**MBA (45 Days)**

* Project undertaken on “Marketing Pattern in Cement Industry” at Birla Corporation Ltd., Satna (M.P.)
* Exposure in the Logistics department of the same Company

**BCA**

* Digital Directory (Minor)
* Fees Automation System (Major)
* Both projects on VB.NET(Front End) and SQL Server(Back End)

**Extra Curricular Activities**

* Participated in **School Exhibition (2001)**
* Participated in **Annual Function** in School **(2001)**
* Delivered Presentation in college competition on the topics “VIRTUAL REALITY” & “ARTIFICIAL INTELLIGENCE” and secured second position
* I was the member of the management committee of “LOKARPAN” ceremony in college, in which Director of IIM Indore “Prof. N. Ravichandran” delivered lecture

**Hobbies & Interests:**

* Listening Music
* Cooking
* Reading
* Surfing Internet.

**Personal Competencies:**

* Devotee for responsibilities
* Hard Working
* Good Learner
* Good communication skill

**Personal Particulars:**

|  |  |
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| **NAME** | Sonali Soni |
| **FATHER’S NAME** | Pramod Kumar Soni |
| **DATE OF BIRTH** | 27 January 1989 |
| **MARITAL STATUS** | Married |
| **HUSBAND’S NAME** | Abhishek Singh |
| **CURRENT LOCATION** | Kolkata (West Bengal) |
| **NATIONALITY** | Indian |
| **RELIGION** | Hindu |
| **LANGUAGES KNOWN** | Hindi, English |
| **COMPUTER PROFECIENCY** | MS-Word, MS-Excel, PowerPoint, Online Proficiency. |

**Declaration**

Hereby I declare that the information provided above is true. I will be solely responsible in case of any discrepancy in the mentioned details.

**SONALI SONI**