

## **CURRICULUM VITAE**

**MUSKAN SONI**

Address:-

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### **CAREER OBJECTIVE**

I would aim to be valuable asset to your company and work in earnest to excel my ability for value addition to organization goal.

### **ACADEMIC QUALIFICATION**

- High School from CBSE Board in 2014.
- Intermediate from CBSE Board in 2016.
- Graduation (B.Com) from Lucknow University in 2019.
- M.B.A from Dr. Shakuntala Misra National Rehabilitation University in 2022.

### **WORK EXPERIENCE**

- One year experience in 108 GVK EMRI as a Emergency Response Officer.
- Currently working in a Reliance Smart Bazar as a HR Trainee.

Job Responsibilities: 1)Managing hiring process

2)Execute RNRs

3)Manage payrolls

4)Manage absconding and resigning process

### **TECHNICAL QUALIFICATION**

- Course on Computer Concepts.

### **STRENGTH**

- Very punctual
- Hard working and try to give my best during work.

### **PERSONAL INFORMATION**

- Name : Muskan Soni
- Father's Name : Late Mr. Ajay Soni

○ Date of Birth : 12<sup>th</sup> Dec, 1997  
○ Gender : Female  
○ Marital Status : Unmarried  
○ Nationality : Indian  
○ Language : Hindi, English

**DECLARATION**

I hereby declare that the above information given is true and correct to the best of my knowledge and belief.

Place:

Date:

**(MUSKAN SONI)**