

RESUME

Soni Singh

Office Assistant

Mobile: 7518589460

Email : singhalka2424@gmail.com

Career Objective

Administrative assistant with 3+ years experience in admin office, office management along with tactical day to day admin matters and maintain it confidentially. Posses B.Com and pursuing MBA and looking to leverage my knowledge and experience to fill your admin position and to build a challenging career with honesty and loyalty by translating my experience knowledge ,skills and abilities into value for an organized.

Professional Experience

- One year experience as a typist/ receptionist in Dr. Sudha Path lab, Lucknow. (2021-22)
- Two year experience in Dr. M.C. Saxena Group of Colleges as computer operator/ office assistant and I have knowledge of Word, Excel, power point and I had worked as telecaller in admission cell including recruitment, enrollment and scholarships etc.

Relevant Skills

- Typing English & Hindi
- Microsoft suite
- ERP/ data base & reports
- Oral and written communication
- Short hand
- Co-ordination for recruitments
- General correspondence, memos, letters & forms etc.
- Enrollments & Scholarships

Educational Qualification

- ❖ High School U.P.Board (English Medium) 2014
- ❖ Intermediate U.P.Board (English Medium) 2016
- ❖ B.Com University of Lucknow, 2020
- ❖ MBA (International business & human resource) from Abdul Kalam Technical University, Lucknow.(persuing)

Professional Qualifications

- ❖ O Level from NIELET.
- ❖ CCC from NIELET.
- ❖ ADCA (Advance Diploma in Computer Application)
- ❖ Tally ERP 9.
- ❖ Typing (Hindi and English).

Personal Details

Father's name	:	Sri Anil Kumar Singh
Mother name.	:	Smt Hemlata Singh
Addres	:	Raebareli Road Lucknow
Nationality	:	Indian
Language Known	:	English /Hindi
Gender	:	Female
Hobbies	:	Reading books & writing

Declaration

I hereby declare that all the statement made in this resume are true, completed and correct to the knowledge.

Date -

Place

(Soni Singh)