

CURRICULAM VITAE

LAKHAN SONI

Address:- Old Sabji Mandi Street, Thakar Basti, Fatehabad (Haryana)

Mobile No. :- 99918-55983

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Objective: -

With my hard work and dedication I want to reach a position where I earn respect for my work and knowledge while making positive contribution to the organization.

Educational Qualification:-

- ❖ B.A. (Graduate) from Kurukshetra University with 54% Marks in 2013.
- ❖ Diploma in Industrial & Personnel Management from Govt. Polytechnic, Mandi Adampur (Hisar) with 66% Marks in 2011.
- ❖ Senior Secondary from Govt. Vocational Education Institute, Sirsa (Haryana Board of School Education) in Office Secretary ship Stenography Hindi with 77% Marks in 2007.
- ❖ Secondary from Saint Kabir Convent School, Fatehabad (Haryana Board of School Education) with 70% Marks in 2005.

Computer Literacy:-

- ❖ 1 Year Computer Certificate from Tata InfoTech in 2006.
- ❖ MS- Office, Internet Surfing, Online Form Etc.

Skills:-

- ❖ Positive Attitude
- ❖ Good Communication
- ❖ Self Motivation
- ❖ Ability to work under pressure & Result Oriented
- ❖ Decision Making
- ❖ Time Management

Work Experience:-

- ❖ 4 Months Summer Training in Human Resource Management in Sandhar Components, Manesar (Gurugram)
- ❖ 2 Year Experience as Sales Executive and Cashier in Gold Jewellery (Feb. 2012 to Feb. 2014)
- ❖ 8 Months Experience in Olcare Laboratories as a Sales Office since at H.Q. Hisar. (Feb. 2014 to Oct. 2014)
- ❖ 2 Months Experience in Ajanta Pharma Ltd. as a Sales Office since at H.Q. Faridabad. (Nov. 2014 to Dec. 2014)
- ❖ 1 Year & 8 Months Experience of Computer Operator in a Shop. (Jan. 2015 to Aug. 2016)
- ❖ *1½ Year Experience of Accountant Cum Data Entry and Computer Operator + C.B.S.E. Working Holder in Gandhi Vidya Mandir School (C.B.S.E.), Fatehabad. (Sep. 2016 to March 2018)*
- ❖ *2 Year Experience of Data Entry Cum Computer Operator, Cashier + C.B.S.E. Working Holder in Sanskar International School (C.B.S.E.), Bhuna. (April 2018 to March 2020)*
- ❖ *2 Year Experience in Data Entry Cum Computer Operator, Cashier + C.B.S.E. Co-Ordinator & Working Holder in Surya School (C.B.S.E.), Sadalpur, Mandi Adampur, Hisar (April 2020 to March, 2022)*
- ❖ *1 Year Experience in Data Entry Cum Computer Operator, + C.B.S.E. Working Holder in St. Joseph's International School (C.B.S.E.), Hisar (April 2022 to March, 2023)*
- ❖ *1 Year and 1 month Experience in Data Entry Cum Computer Operator, + C.B.S.E. Working Holder in The Aryan School, Fatehabad (April 2023 to April, 2024)*

Personal Detail:-

Father's Name	-	Sh. Subhash Chander Soni
Date of Birth	-	31/07/1989
Gender	-	Male
Language Known	-	English, Hindi, Punjabi (Only Speak)
Hobbies	-	Listen Music, Singing, Playing Cricket

Job Profile:-

- ❖ Clerical Job, Maintain Office file, MIS Data Online, CBSE Related work: Physical Inspection & Virtual Inspection, Upgradation & Extension of Affiliation, Maintain all Fair Register, EPF, LOC & Registration, Salary Maintain, Bio metric, Fee Record, Website update regularly, Exam Paper & Other Typing Work in Hindi & English Language, School Software and Official Work related to School etc.

Declaration:-

I hereby declare that the particulars given above are true and correct to the best of my knowledge.

LAKHAN SONI