

# CURRICULUM VITAE

**Sonam Arora**

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Moradabad - 244001

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## **Career objective:**

To be involved in work where i can utilize skill and creatively involved with system that Effectively contributes to the growth of organisation.

## **Educational Background:**

- M.B.A from Amity University, Noida
- B.com from the MJP ROHAILKHAND UNIVERSITY
- Passed Intermediate with good percentage
- Passed Highschool with good percentage

## **IT Proficiency:**

- **Office package:** Microsoft Word, Excel, PowerPoint.
- Financial Accounting Diploma.
- Tally 9.0

## **Skills:**

- Excellent written and verbal communication skills.
- Ability to prepare and evaluate long range strategic plans.
- Strong analytical and problem solving skills.
- Positive attitude.
- Good leadership qualities.
- Desire to learn new things.

### **Career Accomplishment:**

- Managed variance, Rate & Volume analysis.
- Build Price Modelling and Product Profitability.
- Managed Cost, Cost Benefit, Client Profitability Analysis.
- Head of project.
- Team leader of Dial Mbd.
- Data record management.

### **Work Experience:**

- Worked as Accounts Executive in Grand Infrahitech Pvt Ltd.
- Worked as a team leader in Dial Mbd& Store at Door.
- Worked as a Executive in Travkart for six months.
- Currently working in Travkart Franchise at Pitampura as a Executive.

### **Working Profile:**

- Maintain all records and data in excel sheet.
- Manage all activities in office.
- Handle and coordinate with clients.
- Tellycalling
- Online Data uploading.

### **Hobbies:**

- Travelling
- Singing & Listening Music.
- Making new friends

### **Personal Profile:**

Name :- Sonam Arora  
Father's Name :- Mr. Manohar Lal Arora  
Date of Birth :- 01-07-1996  
Gender :- Female  
Marital Status :- Single  
Nationality :- Indian

### **Declaration:**

I hereby declare that the above mentioned information is correct up to my knowledge.

**Date:**

**Place: MORADABAD**

**SONAM ARORA**