

CURRICULUM VITAE

Sonam Arora

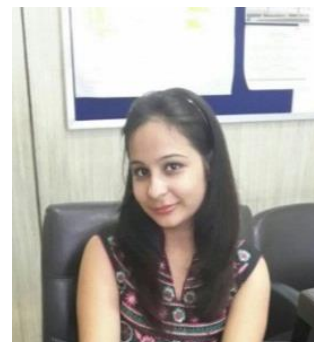
Milan Vihar , Delhi Road

Moradabad - 244001

EMAIL ID :-

Sonamthestar02@gmail.com

Contact No: 8006680021/8218613244



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 Infratech 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