CURRICULAM VITAE

MAHENDER KUMAR SONI

ADDRESS:-

F-25, T-Camp, Block-5,

Khichripur, Delhi-110091   **Contact No. 9911341001, 9582228080**
                                                                     Email Id:- soni.1771@gmail.com

CAREER OBJECTIVE

To secure a challenging position that offers professional growth while being resourceful, innovative and flexible, where I can effectively contribute my skills as a Professional, possessing competent skills.

ACADEMIC QUALIFICATION

- 10th Passed from CBSE Board, Delhi
- 12th Passed from CBSE Board, Delhi
- BA Prog. Passed from Delhi University

ADDITIONAL QUALIFICATION

- Basic Knowledge of Computer
- English Typing Speed 35-40 WPM

WORK EXPERIENCE

- Currently working experience in **Insurance Foundation of India** as a **Programme Coordinator**, East of Kailash, Delhi

  - Clients Coordination
  - Handle Programmes
  - Maintain Database
  - Create Invoice
  - Emailing

- Five year & Eight Months working experience in **Competent Software Pvt. Ltd.** as a **Process Associate (DEO)**, Noida, UP

  - Data Entry with 98% Accuracy
  - Data Entry of USA Legal Document Like: Deed, Mortgage, Affidavit, Tax Docs. Etc.
  - Error Feedback

- Three year working experience in **Bagson Calibration Lab Pvt. Ltd.** as a **Computer Operator**, Patparganj, Delhi

  - Clients Coordination
  - Ready Calibration Reports
  - Maintaining the database of instruments
  - Receive & Dispatch Instrument

- One year working experience in **Apex Security & Detective Force Pvt. Ltd.** as a **Documentation Store Assistant**, R. K. Puram, Delhi

  - Filling up Requirement Form
  - Filling up ESI, PF Form
  - Maintain Database
  - Maintain Store

HOBBIES

- Playing Cricket
- Listening Music, Movies

PERSONAL INFORMATION

Father's Name	:	Sh. Brij Gopal Soni
Date of Birth	:	26th June 1990
Marital Status	:	Unmarried
Gender	:	Male
Nationality	:	Indian
Religion	:	Hindu
Languages known	:	Hindi & English

DECLARATION

I hereby solemnly affirm that all the information furnished above is true to my knowledge and belief.

Place: East Delhi
Date:

(Mahender Kumar Soni)