**KARTIK KUMAR SONI**C – 89-B, First Floor, Paryawaran Complex, Saidulajab Extn, New Delhi- 110030, INDIA  
Contact no.: +91 9990204037, 9555517503 Email: kartiksoni2002@gmail.com

**CAREER OBJECTIVE**

To learn more and achieve better position, always by working with reputed concern. Want to learn new things and grow with the company through my hard work.

**WORK EXPERIENCE**

**1. Current Employee:** Pratham Edusys Pvt. Ltd., New Delhi (www.admissionnews.com) as an Assistant Executive from February 2009 to Till Now.

**Core Responsibilities:**

* Editing, formatting, adding, updating and optimizing of Content for Website.
* Provide quality back up processing at the end of the each day.
* Provide necessary changes in computer operating systems and accumulating the records.
* Offer regular office assistant duties.
* Supply various features of data entry and documentations.
* Basic Hardware & Networking, Graphic Designing.

**2. Previous Employee:** The Good Earth Company (A Unit of Eicher), New Delhi (www.goodearth.in) as an Inventory & Helper Executive from May 2008 to January 2009.

**Core Responsibilities:**

* Worked as a Helper with Senior Sales Executive in-charge.
* Provided vital role playing in the operating of the systems.
* Provide quality back up processing at the end of the each day.
* Offer regular office assistant duties.

**SCHOLASTIC RECORD**

* B.A (Graduate) from Dr. Hari Singh Gour Vishwavidyalaya, Sagar, (M.P.) in 2007.
* Passed 12th from M.P. Board in 2003.
* Passed 10th from M.P. Board in 2001.

**ADDITIONAL QUALIFICATIONS**

* Four Month Certificate in Desktop Publishing from F.Tec. Malviya Nagar, New Delhi in 2015 which included Software- Corel Draw X3, Adobe Photoshop CS4, Adobe Indesign CS2, Adobe illustrator CS2.
* One Year Full Time Certificate Course in Computer Application from School of Excellence (including 12th Class), Sagar which included Windows, MS Office, PageMaker, FoxPro, Internet & Outlook Express.
* Computer Typing Speed in English 30 wpm.

**PERSONAL DETAILS**

Father’s Name : Late Ramswaroop Soni

Mother’s Name : Ramrati Soni

Date of birth : 4th June 1985

Marital Status : unmarried

Sex : Male  
Height : 177 cm

Weight : 63 KG

**Place:** NEW DELHI, INDIA **KARTIK KUMAR SONI**