

# CURRICULUM VITAE

## SONIA

D/o Sunder Lal

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### OBJECTIVES

To work effectively and efficiently for a reputed organization where the full capitalization of my talent and potential can be realized. I aim to fully utilize my capabilities in team work and on individual front while significantly making contribution towards the growth of organization.

### ABILITIES

Good written and verbal presentation skills. Willing to try new things and interested in improving efficiency on assigned tasks. Able to get along well with co-workers and accept supervision. Received positive evaluations from previous supervisors.

### ACADEMIC QUALIFICATION

**EXAMINATION/ DEGREE UNIVERSITY/Board YEAR OF PASSING %age**

10<sup>TH</sup> PSEB 2015 67%

12<sup>TH</sup> PSEB 2017 82%

B.A from P.U. 2020 69%

M.A. from P.U. 2022 67 %

### EXPERIENCE:

·Recently I am working in a Dy impex as a sales executive  
(Marketing Deptt) since June 2020.

### COMPUTER LITERACY

Reasonable, good in working on computer specially Microsoft Word, Excel and Power Point, Word & Internet.

### HOBBIES & INTERESTS

Listening to Music.  
Talk with elders.  
Play with children.

## **PERSONAL DETAILS**

Name Sonia  
Date of Birth 22-11-1997  
Father's Name S.Sunder Lal  
Mother Name Sunita Devi  
Marital Status Single  
Gender Female  
Nationality Indian  
Linguistic English, Hindi, Punjabi

## **SELF APPRAISAL**

I am confident of my abilities and full of enterprise and initiative. I am Responsible, can work for hours and love to work in a team. I have a positive attitude towards work and life.

**Sonia**