

SHALINI SONI

Phone: 7999364458

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EDUCATION

Bachelor

Bachelor of Science
Govt. Auto.Maharani Laxmi Bai College
Barkatullah University

Graduated July 2015
Marks 59%
Division 2

Higher Secondary Education (12th)

MP Board

2012
Marks 60%, Division 1

Matriculation (10th)

MP Board

2010
Marks 65%, Division 1

WORK EXPERIENCE

Sep 2015-Nov 2017 (Einstein Public School in Arera Colony)

Administration

Dec2017 – Current (Smart Classes India in Indrapuri Sector-A)

Administration

CAREER HIGHLIGHTS

- In Einstein Public School, there has been a good experience in administration.
- Worked on 6 Months Assistant Post in Administration in Smart Classes India.
- Able to successfully manage administrative requirements, therefore, he was promoted as the administrative head of Smart Classes India.

COMPUTER PROFICIENCY

- Word 2007
- Excel 2007
- Power Point 2007

LANGUAGES

- Hindi
- English

PERSONAL DETAILS

Father's Name: Shalikram Soni
Birthday: 01/02/1996
Gender: Female
Marital Status: Single
Nationality: Indian
Address: Shahpura Bhopal

DECLARATION

All Information provided above are factually correct to the best of my belief and knowledge, and I certify the same as true.

SHALINI SONI