



## JYOTI SONI

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New Delhi - 110017

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To work in an organization with challenging environment & meet the various deadlines, where I can explore & learn with the company.

### EXPERIENCE

#### **Executive Assistant – August 2022 till Present**

##### **National Interio**

##### **Modular Kitchen & Wardrobe**

- Arranging Meeting with Vendors and Client
- Coordination with Vendor for Material supply
- Order and Inventory of Material updating
- Calling candidates for scheduled interview
- Getting Drawing approve from Seniors and keeping a record of the same.
- Other Miscellaneous work like, ordering stationary, Arranging party, Courier, office Maintenance work etc.

#### **Executive Administrator – June 2010 till May 2022**

##### **Learning Institute For Styles & Arts (LISA)**

- Handling visitors and enquiries of new admission at Reception
- Counselling of students
- Handling of Expenses of company.
- Maintaining of Fee register of Students
- Making invoices of vendor like Vodafone, QuEST Forum, Rediff.com, Cynergy Consultant, Commedia, Essel, Dhampur, QCI, TQMI, QCFI.

## **Data Processing Associate- December 2005 – May 2010**

### **Dun & Bradstreet Information Service India Pvt. Ltd. Under Team Lease India Pvt. Ltd.**

- File Management, Updating database on regular basis,
- De-Duplicating Entered Data,
- Quality Check of data being captured by team associates,
- Training to data entry associates
- Ensuring free flow of data entry keeping in mind the speed & quality as per the SLA.

## **October 2000 – November 2005**

### **Computer Operator, Star Data Pvt. Ltd.**

- Managing Filing & Data Entry

### **QUALIFICATION:**

12<sup>th</sup> pass from Sarvodaya Kanya Vidhyalaya.

BA Pass- 1<sup>st</sup> Year -Maitreyi College University Of Delhi

### **SKILLS**

- ° Good in MS- Office (MS- Word, MS- Excel, MS- Power Point)
- ° Leadership Quality
- ° Counselling

### **PERSONAL DETAILS**

**Date of birth** : 14<sup>th</sup> December 1977  
**Nationality** : Indian  
**Gender** : Female  
**Marital status** : Married

Date:

Place: **NEW DELHI**

**(Jyoti Soni)**