

CURRICULUM VITAE

MUSKAN SONI

Address:-

K-48,Aashiyana, Power House Chauraha, Lucknow-226012, U.P.

Mob. No.: +91-6394942916

Email: muskansoni1704@gmail.com

CAREER OBJECTIVE

I would aim to be valuable asset to your company and work in earnest to excel my ability for value addition to organization goal.

ACADEMIC QUALIFICATION

- High School from CBSE Board in 2014.
- Intermediate from CBSE Board in 2016.
- Graduation (B.Com) from Lucknow University in 2019.
- M.B.A from Dr. Shakuntala Misra National Rehabilitation University in 2022.

WORK EXPERIENCE

- One year experience in 108 GVK EMRI as a Emergency Response Officer.
- Currently working in a Reliance Smart Bazar as a HR Trainee.

Job Responsibilities: 1)Managing hiring process

2)Execute RNRs

3)Manage payrolls

4)Manage absconding and resigning process

TECHNICAL QUALIFICATION

- Course on Computer Concepts.

STRENGTH

- Very punctual
- Hard working and try to give my best during work.

PERSONAL INFORMATION

- Name : Muskan Soni
- Father's Name : Late Mr. Ajay Soni

○ Date of Birth : 12th Dec, 1997
○ Gender : Female
○ Marital Status : Unmarried
○ Nationality : Indian
○ Language : Hindi, English

DECLARATION

I hereby declare that the above information given is true and correct to the best of my knowledge and belief.

Place:

Date:

(MUSKAN SONI)