

CURRICULUM VITAE

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SONI TOPPO

Objective Obtain a position as a team-player in a people-oriented organization where I can utilize my strong organizational skill & education background in a challenging environment to achieve the corporate goal.

Present Status Working as an Admin Manager & Accountant at Fotome.

Education

EXAM	BOARD/UNIVERSITY	PASSING YEAR	PERCENTAGE (%)
Matriculation	CBSE	2015-2016	80
I.Sc	J.A.C Board	2016-2018	52
B.A (Psychology)	Ranchi University	2018-2021	72.73

Non-Academic Completed Certificate Course of DCA and Tally ERP-9

Work Experience:-

- 1) Working as a HR Recruiter at Vinosha Portfolio Private Limited from (work from home) .

Functions & Responsibilities:

- Recruitment
- Sourcing candidates.
- Screening resumes matching the requirements.
- Opening their SALARY account.
- Communicating employer information and benefits during screening process.
- Serving as a liaison with area employment agencies, colleges, and industry associations.

- 2) Working as an Admin Manager & Accountant at Fotome from 17.08.2020 to till now.

Functions & Responsibilities:

- Preparing accounts.
- Handling Clients and their queries.
- Controlling income and expenditure.
- Auditing financial information.
- Compiling and presenting reports, budgets, business plans, commentaries and financial

statements.

- Analyzing accounts and business plans.

3) Working as an “Office Assistant” at Biofie from 03.02.2020 to 29.05.2020.

Functions & Responsibilities:

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.

4) Worked as “Team Leader” at Vision India . From 09.08.2019 to 20.12.2020.

Functions & Responsibilities:

- Set clear team goals.
- Delegate tasks and set deadlines.
- Oversee day-to-day operation.
- Monitor team performance and report on metrics.

5) Worked as “Associate” at Vision India . From 15.12.2018 to 23.05.2019.

Functions & Responsibilities :

- Answering phone calls, taking notes, scheduling meetings, emailing, texts, etc.

Computer Skills MS Office, Internet, E-mails, Tally ERP-9.

Interests Listening to Music, watching Movies

Personal Information **Date of Birth:** 22rd May 2002
Fathers’ Name: Rajendra Ram
Languages Known: English and Hindi
Sex: Female
Martial Status: Single

I hereby declare that the above mentioned facts are true to the best of my knowledge.

Date:

(Soni Toppo)

