

Curriculum- Vitae

Disha Sodhi

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Career Objective

To build a career in a growing organization, where I can get the opportunity to prove my worth and my capabilities in an ever challenging world, and fulfilling the organizational goals with utmost sincerity and loyalty. I am also committed to continuously learn along the way and make sure to serve with my best efforts.

Academic Qualification

10th passed from ICSE board

12th passed from ISC board (Commerce)

Bachelors in Psychology and English

Professional Experience

-More than one year of experience as an Academic English Teacher (Upto 12th) in a renowned institution.

- More than six month experience as an overall administration and record keeping incharge.

- More than six month experience as a financial incharge.

- One year experience as an English Faculty for BBA, CLAT, CAT and SSB.

Professional Attributes

- Excellent in handling and maintaining all kinds of records and official paperworks.

- Excellent communication and writing skills in English.

- A good hold in English as a junior and high school subject for classes 6th to 12th as well

as for competitive exams.

- Can easily handle various office equipments such as computers, laptops, fax machine, photo copying machine, all types of printers, scanners and any such devices.
- Very much familiar with most of the used office tools like Microsoft word, excel, power point, Dos, E- Mails, and general Internet Tools.
- Appreciate a very healthy and disciplinary working environment around me.
- Good in negotiating deals with clients.
- Good in maintaining a healthy tuning between staff and management.
- Very flexible in organizing short events.

Personal Attributes

- A very Practical approach to most of the problems.
- Sense of responsibility towards the assigned work.
- An optimistic, positive and trustworthy attitude.
- Ability to work very effectively individually as well as with a team.
- Willingness to work in a team and as a motivated team leader.
- Ability to continuously learn at every aspect.

Expectations

Professional/ Logical approach, Teamwork/ Support from management, well deserved Growth Prospect and a friendly working environment.

Personal Details

Date of Birth	- 31/10/1999
Gender	- Female
Father's name	- Mr. Kamaljeet Sodhi
Marital Status	- Not Married
Nationality	- Indian
Religion	- Punjabi
Linguist	- Hindi, English, Punjabi

Hobbies - Reading, writing, music

Location Preferred - North India (as per discussion)

Desired job type - Permanent

Self Declaration

I am a dedicated, self confident and an extrovert with a positive attitude and a thirst for knowledge and learning.