

# MILKI SONI

A highly organized, result driven, dedicated and self-motivated individual with over 1 year of experience in the field of management. I am eager to learn and have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion.

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📍 #2333 sec 50c chd bsnl society, chandigarh, India

## EDUCATION

### Undergraduate Degree Government College of Commerce and Business Administration

06/2017 – Present

Chandigarh

B.B.A incorporates all parts of managing and overseeing business activities.

- Seeking after Bachelor of Business Administration (2020) with 73%

## WORK EXPERIENCE

### Event Coordinator Ziba by Hand

12/2019 – Present

Chandigarh

Digital platform which aims at promoting everything handmade along with sustainability in everyday lifestyle choices.

Achievements/Tasks

- Met with potential clients to provide information on services available for the purpose of obtaining their business.
- It was a significant encounter to arrange, deal and manage with the offline and online activities of Ziba by hand.

Contact: Ila Kapoor – 9888779724

### Visa Counselor Raffles Educify

04/2016 – 09/2016

Chandigarh

Company provides services in IELTS coaching ,PTE and Visa consultancy

Achievements/Tasks

- Ability to work at a detailed level, gaining subject matter knowledge quickly and being able to drive own knowledge gathering approach.
- Ability to successfully influence many different groups and individuals to deliver high quality and timely deliverables.
- Polished, professional approach, calm and composed manner, ability to work in pressured environment and partner effectively with peers

Contact: Mr. Swaran Singh Sandhu – 8054310000

### Business Development Executive and SEO Hash Softwares

12/2018 – 02/2019

Mohali

Hash Softwares specializes in web development, web designing, digital marketing and SEO services.

Achievements/Tasks

- In addition to being a BDE, I was taking a shot at their most recent undertaking which included managing outside customers and furthermore did offering for the organization.
- Ability to pick up new concepts and technology quickly, including an understanding of the detail

Contact: Mr. Sourabh Sachdeva – 9417259557

## SKILLS

Active listening

Interpersonal skills

Decision Making

Communication

Management skills

Leadership

Problem-solving

Public Speaking

## PERSONAL PROJECTS

Campus Reporter under Radiomirchi (05/2018 – Present)

- I am currently working as campus reporter under Radio Mirchi and have been rewarded for the best campus reporter tricity.

Content writer under Pu Mirror and Grapevine ans Ziba by Hand (05/2018 – Present)

- I am a content writer under Pu mirror which is a platform for the youth community and also i was a Production Manager and content writer under Grapevine magazine.

Rural Internship (06/2018 – 07/2018)

- This internship took place in village Behlana under N.S.S where the entire area was analysed and research done for the area development. I was the team leader and gave successful 115 hours to this project.

## CERTIFICATES

Masterclass On Public speaking

## LANGUAGES

Hindi

Full Professional Proficiency

English

Full Professional Proficiency

Punjabi

Full Professional Proficiency

## INTERESTS

Boxing

Reading

Creating content

Narrating