



# Soniya Leela Venothan

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Katpadi, Tamil Nadu

## Summary

A hardworking and passionate job seeker with strong organizational skills, eager to secure a position in your reputed organization. An honest and sincere approach to achieving the position in the organization that provides an atmosphere of mutual growth and allows me to perform to the best of my capability through determination, perseverance, and consistency to help the team to achieve company goals.

## Education

### B. Com

Eastern Institute for Integrated Learning in Management University

Sikkim

Passing Year - 2012

- Marks = 70.65%

### 12<sup>th</sup> Class

National Institute of Open School

Delhi, New Delhi

Passing Year - 2007

- Marks = 46.33%

### 10<sup>th</sup> Class

National Institute of Open School

Delhi, New Delhi

Passing Year - 2006

- Marks = 55%

## Work Experience

### Tele. Collection Executive

Serco BPO- India Operations

Delhi, New Delhi

1 Years Experience (2007 – 2008)

### Call Center Trainee

Interactive Business Solution Pvt Ltd

Delhi, New Delhi

2 Years Experience (2008 – 2010)

## Office Coordinator

Vin Poly-Technology Pvt Ltd

Delhi, New Delhi

5 Years Experience (2010 – 2015)

### Skills

- Basic Computer
- MS Office

### Languages

- English
- Hindi
- Tamil

### Interest

- Badminton
- Cooking