SONIA 

DUBAI,U.A.E

Mob: C/o 0504973598

Email: Sonia.181030@2freemail.com

**Qualifications**

Masters in Business Administration

Bachelors in Technology of Electronics and Communication

**Personal Strength:**

* Excellent communication skills
* Co-ordination skills
* Sincerity in work.
* Strong presentation skills
* Team player

**Education**

PassedMasters in Business Administration in Finance in year 2015 from Annaimalai University with first class

Passed B-Tech in Electronics and Communication with **DISTINCTION (76.149 %)** from Saintgits College of Engineering and Technology,Kottayam, Kerala, India under **MAHATMA GANDHI UNIVERSITY (MG)**

Passed 12thwith **Maths-Computer** from Mar Dionysius School, Mallapally, under the board of CENTRAL BOARD OF SECONDARY EDUCATION, New Delhi **(CBSE)** with **87.8% (Maths: 97%)**

Passed 10thwith **Maths-Science** from Carmel Convent School, Thadiyoor, under the board of CENTRAL BOARD OF SECONDARY EDUCATION, New Delhi **(CBSE) with 88.8% (Maths 95%)**

**Professional Experience**

**RM Educations** (UK based company), Technopark: 13th March 2014 to 24th December 2014.

**Designation and Job Profile:**

Junior Associate: Shared Services

· Worked as a back end support to our clients

· Analyzing Business and creating quotes,performing Procurement related activities

· Handling credit and invoice processes related to customers

**Academic Trainings & Achievements:**

·Professional diploma in accounting:Knowledge in Tally, Peachtree, Quickbook and MS Excel

·**School Topper for Maths** in 12th standard with an aggregate of 97 %

·Won many scholarships in school level **(6th rank in national level PCM scholarship)**

·Participated in the All Kerala Students Congress, IEEE

**Cultural Trainings & Achievements**

·**Best presenter** of prabanth 2012-2013 seminar session

·Got many prizes for **inter school level youth festivals** (Sahodaya conducted by CBSE) for extempore

·**Head of venue and coordination** for national symposium Horizon organized by EC department

**Personal Details**:

Date of Birth : 06-08-1991

Place of Birth : India

Gender : Female

Nationality : Indian

Marital Status : Married

Visa Status :

Languages Known : English, Malayalam,Hindi

I hereby declare that that the above-furnished details are true with proven records.

Sonia Sara Suresh