

CURRICULUM VITAE

SONIA RANI

H.No. 650, St. No. 15, Gobindsar Nagar, New Shimla Puri, Ludhiana, Punjab

Mobile: +91-88726-54469 | Email: ranisonia108@gmail.com

PROFESSIONAL PROFILE

Dedicated and detail-oriented professional with over 15 years of experience in administrative and billing roles across logistics, garments, and manufacturing sectors. Proficient in computer operations, billing software, and client coordination. Known for efficiency, integrity, and strong communication skills. Seeking a position in administration, billing, or office support within a reputed organization.

KEY SKILLS

- Billing & Invoicing
- Computer Operations (MS Office, Excel)
- Record Keeping & Data Entry
- Administrative Support
- Customer Service & Communication
- ERP & Tally (Basic knowledge)
- Team Collaboration

PROFESSIONAL EXPERIENCE

Grover Mech. Works, Ludhiana

Computer Operator 2016 – Present

- Managing billing, daily entries, and report compilation
- Handling dispatch data and follow-up on logistics documentation
- Coordinating with clients and internal teams for smooth operations

DTDC Courier & Cargo Ltd., Ludhiana

Computer Operator (2014 – 2016)

- Entered and tracked parcels and delivery records
- Maintained customer database and printed bills
- Coordinated with dispatch teams to ensure timely delivery

Overtake Maurya Garments, Ludhiana

Computer Operator (2011 – 2013)

- Maintained order entries, invoices, and garment stock data
- Provided administrative support to office staff

Chawla Shawl Industries, Ludhiana

Computer Operator (2010 – 2011)

- Assisted in entry of daily production records
- Maintained stock and basic accounting entries

EDUCATION

- MBA in Banking, Sikkim Manipal University – 2016
- BSc (IT), Punjab Technical University – 2014
- 12th (PSEB), 2009
- 10th (PSEB), 2007

TECHNICAL & LANGUAGE PROFICIENCY

- Tools: MS Office, Excel, Basic Tally, Internet Applications
- Languages: English, Hindi, Basic Punjabi

PERSONAL DETAILS

- Date of Birth: 25 Feb 1989
- Nationality: Indian
- Marital Status: Unmarried

PREFERRED JOB ROLES

- Administrative Assistant
- Billing Executive
- Office Coordinator / Clerk
- Data Entry & Computer Operator

