



SUSHIL SONI

Word No. 43 Bandhwa Para Purani Basti Raipur (C.G.)
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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

● Photos studios Operator

2018 - 2019

- Extensive experience of digital photography, image manipulation and production of digital photos
- Edited, color corrected and processed images to produce high quality and color-consistent photographs for clients.
- Ability to work with digital cameras, computers and social media sites
- Booked, scheduled, arranged and conducted photo sessions of clients.
- Ability to execute photo shoot in artificial and natural lighting, in commercial studio environment

● National Enterprises Raipur Computer Operator

2019-2020

- Providing data by operating a computer.
- Making appropriate changes to any documentation, as and when needed.
- Maintaining client confidence and protecting operations by keeping sensitive information confidential.
- Maintaining and supplying inventory by regularly checking stock levels to determine the overall inventory level.
- Contributing to team efforts.

● Delhivery Pvt. Ltd. Raipur Delivery Boy

2020-2021

- Delivered various items to different addresses as assigned.
- Sticked to a schedule and be time-bound on the job.
- Followed the prescribed routes most convenient for delivery.
- Loaded and unloaded the vehicle as needed.
- Inspected, operated and maintained the vehicle and its cleanliness.

● Delhivery Limited Raipur (C.G.)

Assistent Team Leader

07/05/2022-**Present**

- Support Director of Customer Service in the smooth and efficient day to day running of the department
- Own specific work processes, being the payroll expert, identifying ideas and investigating those raised by other team members to ensure maximum efficiency and perform re-engineering if necessary
- Maintain and improve accurate controls
- Allocate workload among team members
- Handle escalations, investigate and eliminate root causes
- Handle reporting requests to support decision making
- Participate in a wide variety of projects

Education

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|--|-------------|
| ➤ Pt. RaviShankar shukla university Raipur | |
| Bachelor of Commerce | 2021 |
| ➤ Govt. Higher Secondary School kho-kho Para Raipur | |
| 12 th | 2017 |
| ➤ Govt. High School kho-kho Para Raipur | |
| 10 th | 2015 |
| ➤ Diploma of Computer application | 2018 |

Skills

- Team building.
- Systems, Applications & Products in Data Processing Excel.
- Delhivery-SSO
- Cooking

Competency Area

- Teamwork and Leadership
- Problem-solving and decision making
- analytical skills
- adaptability to change
- Quick Learner