



Project Support Executive - Experienced and detail-oriented with a strong background in Team Coordination, Report Generation, CRM and SAP usage. Proficient in daily Project allotment and accurate documentation using Google Docs and Sheets. Skilled in drafting Professional correspondence, maintaining MIS reports, and handling end-to-end solutions in Enterprise Applications. Demonstrated ability to manage multiple tasks efficiently while supporting smooth office operations.

ARVIND KUMAR SONI

Phone:

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E-Mail:

arvind13soni@gmail.com

Linkedin:

linkedin.com/arvind13soni

Skill Highlights

- Project management
- Team Coordination
- Innovative
- Service-focused
- Punctual

Languages

Hindi
English

Education

- 3 Yrs. Diploma in Computers – IEC (Delhi)
- 12th (CBSE) – Delhi
- 10th (CBSE) - Delhi

Personal Info

- Father’s Name – Sh. D.P. Soni
- D.O.B – 13-07-1976
- Marital Status - Married

Current CTC

- 3 Lac / Annum

Experience

01/2024 to 07/2025

**CRM / MIS Executive – Cargo Construction Co. Pvt. Ltd. , Delhi
(Tata Motors Service Provider)**

- Daily MIS Report updation.
- Daily Job Card creation in CRM and SAP Applications.
- HR Management
- E-mail, Formats Filling, Letter Drafting etc.
- Daily office chores

01/2017 to 01/2024

Project Lead (Recruiting) – Marstalent Inc. (USA) - Remote

- Daily Project allotment to Team.
- Job profiles search using Linked-in and App extensions.
- Daily Reports generation using Google Docs / Google Sheets.
- E-mail, Formats filling, Letter Drafting etc.

09/2009 to 12/2016

**Billing Manager – Tikri Automobiles (Rohini-1 Depot), Delhi
(Tata Motors Service Provider)**

- Daily Job Card creation in CRM and SAP Applications.
- HR Management
- Invoice creation through CRM and SAP Applications.
- Reports generation through Analytics Application
- DTC Route making through Mobitech Software.

I am confident in my ability to demonstrate efficiency and deliver high-quality performance. I am committed to working diligently and with integrity to meet expectations and contribute meaningfully to the organization's success.

(Arvind Kumar Soni)