



## SONU POONIA

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Jaipur, Rajasthan

## PROFESSIONAL SKILLS

- PUBLIC SPEAKING
- TEAM WORK
- DECISION MAKING
- RESEARCH & WRITING
- MS OFFICE TOOLS
- CIVIL ENGINEERING CONCEPTS

## LANGUAGES KNOWN

- HINDI
- ENGLISH
- TELUGU
- PUNJABI

## SUMMARY

Result oriented, creative and resourceful person with excellent communication and team work skills. Looking for a stable and innovative organization that provides internal growth opportunity.

## EDUCATION

2012.08-2016.03

**GRADUATION, CIVIL ENGINEERING**  
ANURAG GROUP OF INSTITUTIONS, HYDERABAD

2010.07-2012.03

**HIGH SCHOOL**  
JNV PALLU, HANUMANGARH, RAJASTHAN

## WORK EXPERIENCE

2021.12-2022.06

**Institution of Civil Engineers(I)**  
DEPUTY DIRECTOR OF ACADEMICS

- Work as the core organizing team member of upcoming International CECAR9 conference that is focused on sustainable development.
- Research about the various latest sustainable technologies in the field of infrastructure development.
- Handle the technical aspect of planning and communication.
- Handle the technical aspects of meeting with govt. officials and foreign ambassadors.
- Handle the planning of conference schedules and sessions in detail.
- Assist the Director, CECAR9 with various strategic and formal communication.

2017.09-2018.03

**Mahatma Gandhi Engineering College**

ASSISTANT PROFESSOR

- Taught undergrad Civil Engineering subjects (Surveying, Soil and Highway engineering).
- Developed and maintained courteous and effective workplace relationships.

## Additional Experience

- Working as a Freelance Content Writer, Transcriptionist and translator since January 2021.
- Worked as an Unacademy Doubt Solver.
- Worked as a trainee for MBL construction Company on a highway project during graduation.
- Submitted a project on biofilm baffles in graduation.