

RESUME

MANMEET KAUR

Permanent Address:-

7916, Guru Nanak Pura Mohalla,

Bathinda-151001

Mob. NO:-70873-61124

CAREER OBJECTIVE :-

My aim to be a complete professional focused on achieving excellence by making almost use of my abilities. I expect my learning to be enriched by working for a dynamic organization and also believe in enhancing my abilities.

EDUCATION & QUALIFICATIONS:-

- 10th Passed from PSEB Mohali (Pb.) with 78%.
- 10+2 Passed from PSEB Mohali (Pb.) with 77.55%.
- B.Com. Honors passed from Punjabi University Patiala with 76.55%.
- M.B.A. passed from Dept. of Business Studies Guru Kashi University Talwandi Sabo, Bathinda in 2023 with 80%.

SOFT SKILLS & OTHER EXPERIENCE:-

- Two year Teaching experience in Punjab Institute Technology Nandgarh in MRSPTU.
- Basic computer Knowledge.

STRENGTH:-

- Hardworking and systematic in work
- Positive Attitude
- Flexible in nature and taking up the new responsibilities
- Good Communication Skills
- Good Deliver output in less time without losing efficiency.

PERSONAL DETAILS:-

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|---|----|---------------------------|
| <input type="checkbox"/> Father's Name | :- | S. Darshan Singh |
| <input type="checkbox"/> Date of Birth | :- | 20-07-2000 |
| <input type="checkbox"/> Nationality | :- | Indian |
| <input type="checkbox"/> Marital Status | :- | Unmarried |
| <input type="checkbox"/> Gender | :- | Female |
| <input type="checkbox"/> Language Known | :- | English, Punjabi & Hindi. |

DECLARATION:-

I hereby declare that all above information are true to the best of my knowledge and belief.

Date.....

Manmeet Kaur

