AMRITA KAUR

B.COM,PUNE UNIVERSITY

PHONE NO: 7620852977

EMAIL ID: [amritakaur114@gmail.com](mailto:amritakaur114@gmail.com)

Objective:

To work for a professionally managed organization with good organizational objective & friendly environment, in a capacity that offers responsibility, challenge, job satisfaction and scope for organizational and personal, development and growth.

EDUCATION

|  |  |  |
| --- | --- | --- |
| YEAR | QUALIFICATION | UNIVERSITY |
| 2019 | B.COM | RNC,ARTS,JDB COMMERCE & NSC SCIENCE COLLEGE  (PUNE UNIVERSITY) |
| 2016 | H.S.C | DR.GUJAR SUBHASH HIGH SCHOOL  (PUNE UNIVERSITY) |
| 2014 | S.C.C | ST.PATRICK CONVENT HIGH SCHOOL  (PUNE UNIVERSITY) |

ADDITIONAL COURSES:

* TALLY 9.# WITH ( B – GRADE)
* MAHARASTRA STATE CERTIFICATE IN INFORMATION TECHNOLOGY
* CALLIGRAPHY WITH (A-CLASS)

WORK EXPERIENCE

* WORKING AS FRONT DESK EXECUTIVE/ SINCE THREE YEARS)
* WORKING AS OPERATION MANAGER /SINCE ONE YEAR

ACTIVITIES

* PLAYED Badminton (intercollegiate)

SKILLS:

* GOOD AT COMMUNICATION(WRITING ,SPEAKING & LISTENING SKILLS)
* TEAM PLAYER
* TEAM LEADER

PERSONAL TRAITS:

* SELF-CONFIDENT
* ABILITY TO LEAD PEOPLE
* OPENNESS TO CHANGE AND FLEXIBILITY
* WILLINGNESS TO LEARN
* SOFT SPOKEN

PERSONAL DETAILS:

NAME: AMRITA KAUR

FATHER ‘S NAME: LATE HOSHAIR SINGH BRAHATT

BIRTH OF DATE: 17/05/1998

GENDER: FEMALE

NATIONALITY: INDIAN

MARTIAL STATUS: SINGLE

LANGUAGES KNOWN: ENGLISH,HINDI, MARATHI,PUNJABI

RELIGION: SIKH

ADDRESS : 1/31 punitnagar society 1 part opposite shirnath park shivranjani satellite Ahmedabad 380015

DECLARATION

* I HEREBY DECLARE THAT THE ABOVE INFORMATION IS AUTHENTIC AND TRUE

PLACE: AHMEDABAD