AMRITA KAUR

B.COM,PUNE UNIVERSITY

PHONE NO: 7620852977

EMAIL ID: 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

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| --- | --- | --- |
| 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