

# JASNEET KAUR

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- To serve and contribute to the organization that provides me an opportunity to integrate my concept with interpersonal skills and provide me a platform to learn and grow along the organization.
- PROFESSIONAL PREFACE
- A proactive learner with a flair adopting emerging trends & addressing industry requirements to achieve organizational & profitability norms.
- Posses exceptional team spirit thereby helping in easy achievement of organizational & personal goals .

## EXPERIENCE

MARCH 17 , 2021 – PRESENT

**CUSTOMER SERVICE REPRESENTATIVE,** HOMECENTRE,DWARKA SECTOR 21

## EDUCATION

2021

**BCOM ,** DELHI UNIVERSITY

3rd year result awaited

**CERTIFICATION OF DIGITAL MARKETING COURSE**

**DIPLOMA IN**

**ACUPRESSURE FOR – DETOXIFICATION & WEIGHT LOSS**

## SKILLS

- **COMPUTER SKILLS :**

- Sound Knowledge of Computer- Basics & Windows
- MS Word
- MS Excel
- MS Power Point
- MS Access
- Outlook

- Internet & E mail
- Microsoft SQL
- Programming using IDE
- Good typing speed
- Regular use of Internet

● **PROFESSIONAL SKILLS :**

- Very Responsible
- Well Disciplined
- Good Learner
- Positive Attitude
- Good Communication
- Good Leadership quality
- Hardworking
- Sincere
- Motivation quality
- Time Management
- Stress Management
- Strong sense of Values & Aesthetics

## **EXTRA CURRICULAR**

**ACTIVITIES** : Discipline Secretary, Volunteer in  
Disha club ,Art & craft Competitions

**HOBBIES**\_: Meditation ,Interacting with new people ,Travelling  
,Cooking with Organic Food, Singing , Yoga

**LANGUAGES PROFICIENCY** : English ,  
Hindi, Punjabi (speaking & listening) , French (speaking , listening & writing)

I do hereby acknowledge that the information given is true as per my knowledge