

ENGLISH

CURRICULUM VITAE

JASPREET SINGH BHATIA

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CAREER OBJECTIVE

To use the best skills and knowledge for the organization to attain its goods and objectives and to achieve a respectable position in my life.

ACADEMIC QUALIFICATION

EDUCATION	YEAR	NAME OF THE SCHOOL	NAME OF THE BOARD/UNI.
10 TH (C.B.S.E.)	2013	Guru Harkrishan public school (DELHI)	C.B.S.E BOARD
12 TH (C.B.S.E.)	2016	Guru Harkrishan public school (DELHI)	C.B.S.E BOARD
O' Level (COURSE)	2018	NSIC Technical Centre	NSIC Institute
B. A (program)	2021	(S.O.L)	Delhi University

EXPERIENCE

1.5 Years experience in an export company as office assistant.

HANDLE OFFICIAL Files.

MANAGE MEETINGS.

MANAGE STOCKS IN COMPANY STORE.

SUPERVISION OF IN AND OUT OF STOCK PRODUCTS.

MANAGE EMAILS, AND OTHER COMPUTER WORKS.

ENGLISH

PROFESSIONAL QUALIFICATION

- ❖ Completed one year O' Level course from NSIC TECHNICAL CENTRE, New Delhi (2017-18).
- ❖ Basic Knowledge of MS-Office, MS-word, MS-Excel, MS-power point.

INTERESTS & HOBBIES

- ❖ LISTENING MUSIC
- ❖ WATCHING MOVIES

STRENGTH AND SKILLS.

CONFIDENT AND HARD WORKING.
AMBITIOUS TOWARDS HARD WORK AND CAREER.
TIME PUNCTUAL.

LANGUAGE KNOWN

ENGLISH, HINDI, PUNJABI

PERSONAL INFORMATION

FATHER NAME : SATINDER SINGH

DATE OF BIRTH : 27/10/1995

NATIONALITY : INDIAN

RELIGION : SIKH

GENDER : MALE

MARITAL STATUS : UNMARRIED

I HEREBY DECLARE THAT ALL THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.

Place
(NEW DELHI)

Yours Faithfully

(Jaspreet

Singh

Bhatia)