CURRICULUM VITAE

**PERSONAL DETAILS - Charanjeet Kaur**

Residential Address: Vill-Sisaikhera, Po-Ghusri Dohra,Udham Singh Nagar,

Uttarakhand , India

Mobile: 9837449830

Date of Birth: 13 Sep 1992

Email-id: charukaur5@outlook.com

Nationality: INDIAN

**CAREER OBJECTIVE**

To expand skills and experience within the Communication Skills, Presentation Skills and I am excited to Work In MNC Companies and develop some unique useful applications.

I have specific interests in work and interested in expanding this field ahead.

**EDUCATION HISTORY**

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| --- | --- | --- |
| **Class** | **Year of passing** | **Board** |
| Intermediate | 2012 | Board of Indian Certificate Of Secondary Education |
| High school | 2010 | Board of Indian Certificate Of Secondary Education |
| Diploma In Computer Application | 2014 | Mahatma Jyotiba Phule Rohilkhand University |
| Bachelors Of Commerce | 2017 | Veer Bahadur Singh Purvanchal University,Jaunpur |

**OTHER**

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines
* Able to adapt oneself to new surroundings, to make suitable change so as to fit new conditions
* Good moral understanding of right and wrong
* Devoted to aims or vocation
* Inclined or suited to useful action, rather that speculation
* Excellent oral and written correspondence with an exceptional attention to detail
* Highly organised with a creative flair for project work
* Enthusiastic self-starter who contributes well to the team
* Able to generalize things very easily with comfort
* Learning new stuff would be great with competitions
* Have comfort working with people in work areas
* Have good command on typing speed & presentations.

**INTERESTS AND ACTIVITIES**

* I have Communication Interests, Reading Novels, Travelling.
* To reach a level of consistent proficiency with hard work.
* Reading Newspaper

**PERSONAL DETAILS**

Father’s Name- Kikkar Singh

Marital Status: Unmarried

Passport No: U4750047

Passport Issued in: Dehradun

**Languages;**

* Fluent: English Hindi And Punjabi.