**AMARPREET KAUR**

House No-43 Sec 49 Southened Uppal, Gurugram

**Contact No**: 9650897453

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[**amarekam7@rediffmail.com**](mailto:amarekam7@rediffmail.com)

**Objective:** Intend to build a career with leading corporate of hi-tech environment with dedicated people, which will help me to explore myself fully and release my potential.

**Achievement:** 1) Certified & rewarded with Gold Medal for participating in the Music.

2) Certified for participating in Punjabi competition held in class 11t.h

**Educational Qualification**: 1) Passed 10th from CBSE (Mata Gujri Public School 2001

2) Passed 12th from CBSE (Mata Gujri Public School 2003

3) Graduated with B.Com (Pass) from Delhi University in 2007

**Professional Qualification:** Done One Year diploma in Aviation & Hospitality Management from

Leading institute at National Level **Air Hostess Academy** New Delhi.

**SWork Experience**

1) Worked with Air Hostess Academy as Front office in Delhi from 2005

2) Worked with Manav Rachna International University as Front office

From 2007(Feb) to 2014 (July) .

3) Worked with Grand Columbus International School from 2014(Aug) to 2019(March)

4) Worked with Presto Info Solutions Pvt Ltd.

**Job Profile**

1. To follow up with various venders, Responsible for general office.
2. Meeting’s Clients and directing them in office
3. Handling enquiries and complaints via phone, email and general Correspondence,
4. Greeting all visitors
5. Transferring calls as necessary
6. Receiving and dispatching deliveries, assisting with mail as required.
7. Taking and ensuring messages are passed to the appropriate staff member on timely.
8. Maintaining of EPBX, manage calls by routing them to proper extension.
9. Front Office area should always with neat and tidy

**Strengths:**

1) Confident with a pleasant personality, and enjoy dealing with the public.

2) Having good communication skills, both spoken and written.

3) Efficient and well organized.

**Additional Information**

**Husband Name** Mr.Bhupinder Singh Puri

**Date of Birth** 10th October 1985

**Marital Status** Married

**Nationality**  Indian

**Languages Known** English, Hindi and Punjabi

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Signature**

**Date**