NavdeepSandhu

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**Objective**

Looking for position in your company with a future goal of contributing towards the on-going success of this company andI will be able to utilize my skills.

**Summary**

* Receptionist
* Over 2 years of teaching experience.

**Experience**

**Alpine kids school as computer operator (2013- 2017)**

* Develop computer training materials
* Demonstrated expertise level knowledge in Windows, and Microsoft Office
* Develop lesson plans, design tests and worksheets

**Education**

**Sri Guru Harkrishan Senior Secondary School**

* Completed senior secondary in2012 with 70%.

**Punjab Technical University(2009- 2012)**

* Completed Bachelor in computer application with 69%.

**Skills**

* Good understanding of time managing.
* Excellent written and communication skills.
* Friendly, reliable, responsible person.
* Strong time management and teamwork skills.

**References available upon request**