

18 Borneo Crescent  
Brampton, ON L6R 3C6  
(905) 781-3609  
Pritpal.kaur9933@gmail.com

# PRITPAL KAUR

## HIGHLIGHTS OF QUALIFICATION

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- Proficient in MS Office suit; Project, Excel, Power Point, Internet and Outlook.
- Professional and articulate phone etiquette.
- Experience in book-keeping and accounting.
- Demonstrated communication skills with ability to present and promote services to culturally diverse clients.
- Understanding of accounts receivable and accounts payable.
- Sound leadership skills and strong communication abilities.
- Team player who can also work well individually.
- Fluent in English, Hindi and Punjabi.

## PROFESSIONAL EXPERIENCE

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Computer Network Technician (2015-2019)

Brainlight Technologies, Patiala, India

- Installing network hardware components and cables.
- Configuring network software.
- Providing Technical support to co-workers.
- Ensuring the network operates securely.
- Collaborating with other team members of IT Management .

## EDUCATION

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- **Software Engineering Technician (Jan 2021- In Process)**  
Centennial College, Scarborough, Canada.
- **Bachelor of Education with Computer and Mathematics (June 2014 -May 2015)**  
Punjabi University, Patiala, India
- **Bachelor of Computer Applications (June2011- May2014)**  
Punjabi University, Patiala, India.