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

**HIGHLIGHTS OF QUALIFICATION**

* 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**

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**

* **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.