CURRICULUM VITAE

SUKHPREET SAINI

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**OBJECTIVE**: -

To obtain a challenging position in a reputable organization to expand my learning, knowledge, and skills so, I can be considered as an asset to the company in the near future.

**STRENGTH:** -

Self-confident, Detail-oriented, Observant, Inquisitive, Industrious, and strong desire to achieve goals.

**EXPERIENCE**: -

→Worked with Riyaasat Group (Pvt. Ltd)

# As Office Assistant, From August’ 2021 to till mid-December’ 2022.

# **EDUCATION: -**

## Pursing Advance diploma in Computer Programming and Analysis in jan’2023 (Presently) Georgian College – Barrie. ON.

**Done Higher Secondary Certificate (Class12th) From: -** CBSE with 89.3%. (Non-Medical Stream)

# **SKILLS**

* **Communication skills:** Friendly, interact easily with others.
* **Teamwork:** Excellent team player and willing to interact with people of different backgrounds
* **Quick Learner:** Learn new things quickly and easily
* **Organized:** Excellent planning skills and multitasking when needed
* **Reliability:** Punctual person who meets the deadline on-time
* **Computer literate with competent knowledge** of Microsoft office, Excel, Python Programming, C and C++ language, HTML, CSS, HTML5, Data Entry, Tally, Customer Services, Internet and Email.
* **Hardworking and Honest:** Work with passion and dedication.

# CERTIFICATES: -

## Tally certificate

December 2021 to June 2022

## French for beginner

May 2022 to June 2022

## Public speaking

May 2022 to June 2022

## C and C ++ language programming

October 2022 to December 2022

C# programming language (Basic) from Hacker rank

11 Jan 2023 to 28 Jan 2023

## Office Automation

December 2021 to July 2022

# PUBLICATIONS & ADDITIONAL SKILLS

## Python projects

## C Programming projects and C++ programming projects

## C# Programs on Hacker Rank

## Problem Solving skills on Hacker Rank

## Python connectivity with MySQL projects

## HTML and CSS web pages

# LANGUAGE KNOWN

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English, Hindi, and Punjabi.

# AVAILABILITY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 4 am to  4 pm | 1 pm to  10 pm | 4 am to 1 pm | Full day | 1 pm to 10 pm | Full day | Full day |