

MANEET KAUR

B. B. A. (Banking and Insurance)

Paschim Vihar, NEW DELHI – 110063. India | maneet1197@gmail.com | +91 8860 036 063

OBJECTIVE

To kickstart my professional career with an organization where I can apply my education in practice and become a constructive and long-term asset for the brand.

INTRODUCTION

I am a fast learner, enthusiastic person with a desire to work with diligence as I learn on the job and make the organization confident and proud that I will be a long-term asset. Being a fresher, I am open to learning new skills, adapt to the business environment and actively work towards adding value to the organization.

QUALIFICATION SUMMARY

Dass Automobiles Limited. INTERNSHIP [2018 – 2 Months]

Human Resources Management (Finance & Admin)

- Web Recruitments: Short-Listing and Phone Interview of the Candidates
- Account Management: Over the counter Cash Transactions
- Filing Administration: Organization business records in order
- Finance System Update: Data Entry and Collaboration in the finance system

ACADEMIC HISTORY

- Bachelor of Business Administration (Banking and Insurance)
- CLASS XII - CBSE - 2015
- CLASS X - CBSE – 2013

EXTRA-CURRICULAR ACHIEVEMENTS

Second Runner-Up: Essay Writing Competition – Punjabi Language

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Fashion Modelling in College Competition

Athlete of Tug of War

I certify that the above information is accurate and true to the best of my knowledge.

Maneet Kaur