

Pawneet Kaur



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OBJECTIVE

- To use my analytical skills and logical reasoning to smoothen and operate company's back office procedures.
- To use my qualification and professional skills in a dynamic organisation that gives me opportunity to evolve.



PERSONAL

- Well versed with Windows and Macintosh
- Have operating skills on MS Power Point, MS Word, MS Excel, Key Notes.
- Managing and operating my own business including sales and purchase and delivery.



LANGUAGES

English, Hindi, Punjabi



EDUCATION

2016

MBA in Finance

Sikkim Manipal
University

2013

B.Sc in Life Sciences

Delhi University



EXPERIENCE

HDFC Bank

Phone banking officer

Worked there for 3 months and role was to solve the customers queries.

Infinite Group

CRM

For past 6 months working here as CRM in the education sector and counselling the students regarding study abroad and IELTS Coaching.