

Tejpreet Kaur

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Objective

To have a dynamic career, that gives me a chance to grow economically and psychologically by exercising my knowledge and abilities in the best interest in the ever-changing corporate scenario.

Personal Details

Husband's Name: Mr. Daljeet Singh

DOB: 28/07/1989

Sex: Female

Nationality: Indian

Married: Married

Language Known: English, Hindi, Punjabi

Education

Intermediate: PCM with computers from ISC Board, Ghazipur in 2008

Matriculation from ICSE Board, Ghazipur in 2006

Currently pursuing graduation from Punjab University (B.A)

Technical Skills

IT Skills Operating Systems : windows (XP/vista/7/8), DOS.

MS office (Offline/Online) : Excel, Word, PowerPoint.

Basic troubleshooting of Desktop/Laptop.

Basic knowledge in Java, C++, C, Qbasic

Skills & Abilities

Content Writing: Interested In Social Media | Product Specification, Blog, Advertising

Online Marketing: Interested In Email Marketing | Sms Marketing, Facebook Admanager

Other: Computer Operating, Voice Process, Computer Teaching, Science Teaching, Singing, Team Handling, Dancing, Computer Skills

Teacher: Speaks English | Pre-Primary, Maths, Science, Physics, Chemistry

CERTIFICATION

DCA (Diploma in Computer Application)

EXPERIENCE

- Worked with Concentrix from 31Aug2020 to 30April2021 in Macy's process on the post of Representative Operations.

- *Currently working with Concentrix from 13May2021 till present date inWheelz process on the post of Advisor I, email support.*

Declaration

I hereby declare that the details furnished above are true to the best of my knowledge and belief. I assure you of my sincerest efforts in keeping up the standards of your esteemed concern, if given an opportunity to work with.

Place : Chandigarh Date : 13/08/2022

[TEJPREET KAUR]

