



Curriculum vitae

Personal Information

FIRST NAME / SURNAME

Pawneet Kaur

ADDRESS

J-10/8 Rajouri Garden

TEL

9599 028 906

EMAIL

pawneetsandhu@gmail.com

NATIONALITY

Indian

DATE OF BIRTH

04-Jan-1992

GENDER

Female

OBJECTIVE / DESIRED POSITION

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

Educational Qualification

1.QUALIFICATION AWARDED

MBA in Finance

INSTITUTION

Sikkim Manipal University

YEAR

2016

2.QUALIFICATION AWARDED

B.Sc in Life Sciences

INSTITUTION

Delhi University SGTB Khalsa College

YEAR

2013

3.QUALIFICATION AWARDED

Higher Secondary Examination

INSTITUTION

Central Board Of Secondary Education

YEAR

2009

4.QUALIFICATION AWARDED

Senior Secondary Examination

INSTITUTION

Central Board Of Education

YEAR

2007



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Experiences

Worked 3 Months with HDFC as Phone Banking Officer.

Skills And Competence

- Well versed with Various Computer Operating Systems including Windows , Macintosh
- Have operating skills on MS Power Point , MS Word , MS Excel , Key Notes , Pages.
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- Managing and Operating my own business including , sales , purchase , delivery and handling customers grievances.

Strengths

- Committed and hardworking.
- Enthusiastic and Career oriented.
- Analytical - enjoys solving problems with logical and rational thinking.
- Tolerant and flexible to ever changing work environment.