

# Resume

**Sukhjeet kaur**

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## **Career objective:**

Perform best at a challenging and rewarding job in a growing organization, which can help me, emerge as a competitive professional to provide quality work, encourage team effort and efficiency

## **Academic Profile:**

Qualification	Board/university	Year	Marks	Percentage
10 <sup>th</sup>	C.B.S.E	2009	438/600	73%
12 <sup>th</sup>	C.B.S.E	2011	367/500	73.4%
B.Sc biotech(hons.)	Panjab university chandigarh	2014	2049/3000	68.3%

## **Training experience**

One month training in probiotics and food microbiology from orbit biotech pvt.ltd. phase 7,indl. area mohali.

## **Professional summary**

- 2 year experience as home tutor from November 2012 to till date.
- 1 year experience as office assistant in job consultant office New Sky World Services, mohali, from January 2014 to January 2015.
- 9 month experience as Process associate in Justdial ltd. ,sector 34a, Chandigarh.

## **Skills:**

- Experience of handling queries of customer or clients
- Able to handle and dealing to customers
- Always ready to take any challenge responsibility
- Able to work in group and can hold responsible position
- Co-ordination with all level in organization.
- Quick learner, hardworking, ability to work independently

## **Personal profile:**

Name	Sukhjeet kaur
Father's name	Ranjeet singh
Date of birth	25 <sup>th</sup> April 1993
Gender	Female
Marital status	Single
Language known	English, hindi & Punjabi
Residence	#3,water&soil conservation complex,ph-6,mohali

**Declaration:**

I do here by declare that the above information furnished by me is true to best of my knowledge and belief

Date:

(Sukhjeet kaur)