



GURLEEN KAUR

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SUMMARY

Versatile and results-driven professional with strong expertise in full stack development, data analysis & visualization, and software development. Proven ability to lead and manage projects effectively, ensuring timely delivery and quality outcomes. Skilled in communicating technical concepts clearly and providing excellent customer service. Experienced in working collaboratively within teams, with a proactive approach to research and problem-solving. Adept at bridging the gap between technical solutions and user needs, consistently delivering impactful and user-focused digital solutions.

SKILLS

- Full stack developer.
- Data analysis and visualization.
- Project management.
- Effective communication.
- Customer service.
- Software development.
- Team collaboration.
- Research skills.

EXPERIENCE

INTERN 06/2025-07/2025.

Lakshay Industries, Faridabad, India.

- Researched best practices for teaching coding principles effectively.
- Designed email newsletters using HTML coding techniques.

BILLING EXECUTIVE 09/2024-06/2025.

New Nagi Auto Engineering Faridabad, Haryana.

- Maintained up-to-date records of all billing activities in an organized manner.
- Prepared invoices for customers based on product and service usage or flat fees.
- Processed customer payments and generated monthly statements.
- Completed month-end and year-end closings, kept records audit-ready and monitored timely recording of accounting transactions.
- Provided excellent service and attention to customers when face-to-face or Through phone conversations.

EDUCATION AND TRAINING

K.R Mangalam University, Gurugram Sohna Road.
Bachelor in Technology: Computer Science Engineering.