

# RESUME

**Simran**

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**Address:** VPO: Raipur Rani, Distt:  
Panchkula, Pin: 134204, Haryana, **Email**  
**ID:** Simran10120@outlook.com

## ***Job Objective***

Intend to build a career in a leading corporate or hi-tech environment with committed and dedicated people, which help me to explore myself fully and realize my potential. Willing to work as a key player in a challenging and creative environment.

## ***Qualification***

Course	Board/University	Name of Institution	Session
Class X	CBSE	KVM Senior Secondary School	April 2018- March 2019
Class XII	BSEH	Government Senior Secondary School	April 2020-March 2021
Diploma in Business Administration	Pace Institute	Pace Chandigarh	July 2021-June2023

## ***Computer Proficiency***

- Comfortable working in an e-enabled environment.
- Professional attitude and aptitude towards hardworking.
- Familiar with internet operations.
- Willingness to learn

## ***Skills Set***

- Capable of working under pressure in a fast-paced, time-sensitive environment.
- Positive attitude with an innovative approach

## ***Personal Information***

**Name** : Simran  
**Father's Name** : Narain Kumar  
**Date of Birth** : 22-01-2004  
**Sex** : Female  
**Nationality** : Indian  
**Marital Status** : Unmarried  
**Language Known** : English, Hindi & Punjabi

**Date:** 24-10-2023

**(Simran)**