

# **Jashanpreet Kaur**

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## **CAREER OBJECTIVE**

High school student looking to apply leadership and teamwork abilities at an entry-level job position for further professional growth. Possesses proficiency in writing, verbal communication and working with large groups. Highly effective giving presentations, leading meetings and planning events. Proven success in maintaining a clean academic record and high extracurricular activities participating rate.

## **EDUCATION**

High school (PCM) 2019-20

Diploma (Software Engineering Technician) 2021-Present

## **SKILLS**

Oriented in Microsoft Office Applications such as:

Microsoft Office Word

Microsoft Office Excel

Microsoft Office PowerPoint

## **Languages**

English, Hindi and Punjabi