



HARMAN KAUR

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PROFESSIONAL SUMMARY

A dynamic professional with 4+ years of working experience. An effective communicator with excellent planning, problem solving and analytic skills. Goal-oriented and self-motivated with required leadership skills.

KEY COMPETENCIES

People Management & Empathetic |
Client Relationship Management |
Analytical & Operations



INTERPERSONAL SKILLS

Team Leadership | Management & Coordination | Decision Making

INTERESTS & HOBBIES

Cooking | Travelling | Reading

LANGUAGES KNOWN

English | Hindi | Punjabi

PERSONAL DETAILS

Mother's Name: Mrs. Jasbir Kaur
Father's Name: Mr. Bhupinder Singh
D.O.B.: 05.02.1995
Languages Known: English, Hindi, Punjabi

EDUCATION

Masters in Business Administration | Chandigarh University, Gharuan
Session: 2020-2022 | Currently pursuing

Bachelors in Business Administration (Event Management & PR) |
National Academy of Event Management & Development, Jaipur
Session: 2013-2016 | Percentage: 70%

Class XII (CBSE) | St. Thomas Girls Sr. Sec. School, Delhi
Session: 2012-2013 | Percentage: 91.1%

Class X (CBSE) | Jaspal Kaur Public School, Delhi
Session: 2010-2011 | Score: 8.2 CGPA

WORK EXPERIENCE

AMORE EVENTS | FOUNDER

January 2018-Present

- Responsible for end to end planning and execution (Supervision)
- Have successfully managed numerous social and corporate events

THEMES INC. | Sr. Executive

August 2016-November 2017

- Responsible for idea generation and client meetings
- Successfully executed various Corporate events for some of the leading organisations (Facebook, Honda, Economic Times, Airtel)

TRAINING & PROJECTS

DDB MUDRA GROUP | INTERN

May 2016-July 2016

- Facilitating and understanding client requirements
- Managed brands like Indusind Bank, Huawei, LG, Droom

RAJJAS EVENTS | INTERN

October 2015- January 2016

- Handled Hospitality services for 8 weddings
- Supervised Team Co-ordination and handled the client(s).

ACADEMIC ACHIEVEMENTS

- Subject Topper (Political Science) in Senior secondary examination
- Topper for two consecutive years (2014 & 2015)

CERTIFICATIONS & AWARDS

- Best student of the year, 2014 by NAEMD (Graduation College)
- Certificate for an online course from Yale University
- Certificate for an online course from Emory University
- Certificate for an online digital marketing course in association with IBM
- Volunteered for the "Dr. APJ Abdul Kalam Research Foundation" for the COVID-19 Online festival hosting & management.