

Resume

HARKIRAT KAUR

VPO:- Rasulpur

Teh/Distt:- Tarn Taran

State -: Punjab 143401

Contact No:- 8872587588, 8872473840

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CAREER OBJECTIVES

I understand that life is continuous process of learning and growing .with my strengths such as quick learning ,self-confidence ,optimism and team spirit, I strive to achieve leadership by acquiring requisite skills.

EDUCATIONAL QUALIFICATION

- Completed 10th From P.S.E.B. Board With 75% Marks in 2010.
- Completed Diploma (E.C.E) From P.T.U With 75% Marks in 2013.
- B.tech (E.C.E) From Punjab Technical University With 75% Marks in 2016.
- Completed 12th From P.S.E.B. Board With 85% Marks in 2020.
- .NTT Completed from Education India Foundation With 75% Marks in 2021.

TECHNICAL SKILL

- Knowledge of computer.
- Microsoft Word
- Microsoft Excel
- English Typing @ 25WPM
- Punjabi Typing @ 20 WPM

EXPERIENCE

- 2 .8year experience in Baba Lachhi Ram Ji Academy (Patti)as a Teachers .
- 1 year experience in MSM Convent Senior Secondary School (Chohla Sahib) as Teachers.
- January 2021 to till date British Victoria School in Goindwal Sahib .

HOBBIES

- Listening music .
- Reading books
- Participating in cultural programme.

SKILLS

1. Leadership
2. Mobility
3. Cooperative
4. Can work under pressure

STRENGTHS

- Ability to quick learn and adapt the situation.
- Good interpersonal skills.
- Capable for working efficiently in team.
- To work with responsibility.

PERSONAL PROFILE

Father's Name	:	Gurpartap Singh
Mother's Name	:	Parminder Kaur
Date of Birth	:	18/12/1996
Gender	:	Female
Nationality	:	Indian
Religion	:	Sikh
Marital Status	:	Married
Language Known	:	Hindi , English & Punjabi

DECLARATION

The above information is true to the best of my knowledge and belief and if given an opportunity to work in your organization, I would be working for the best of your organization.

Date : -

Place: -

Signature