#### CURRICULUM VITAE

|  |  |
| --- | --- |
| Contact Address:  Harwinder Kaur  W/o Pritpal Singh  Gali Darshan Singh Thekedar Wali, Kaji Kot Road,  Tarn Taran 143401  **Mobile No.**  7837183730, 9888071131  **Email:**  harwindermalhi6@gmail.com  **Personal Data**:  Date of Birth : 04-09-1993  Sex : Female  Nationality : Indian  Marital Status : Married  Languages : English, Punjabi  Known : Hindi, French | Objective  To work with reputed organization & improve my skill while working with skilled people, to learn from the experience of my senior so that I can put the best of me in its development.  Educational Qualification  **2019 MCA**   * University: PTU * %age : 70%   **2014 B.Sc. IT**   * University: PTU * %age : 75%   **2012 Diploma in Computer Engg.**   * University: PTU * %age : 62%   Strengths   * Posses strong analytical and problem solving skills with the ability to make well thought of decision. * Hardworking & Ambitious * Optimistic |

#### Harwinder Kaur

Work Experience

* Having experience of 18 months as an Education Counsellor and office Assistant
* Having experience of two years as an Office Assitant cum Computer Operator

Proficiencies

* Comprehensive problem solving abilities
* Good verbal & wriiten communication skills
* Hardworking, Confident and believes in team works
* Keen Learner

Technical Skills

* Basic Knowledge of Computer
* Internet
* C, C++, HTML
* Woring in MS Office

Hobbies

* Listening Music
* Outing
* Reading Motivational Stories

Declaration

I confirm that the information provided by me is true and correct to the best of my knowledge and belief. I will assure that you will throughly satisfied with my performance.

**Date:- 19.02.2022**  **Signature**

**Place:- Tarn Taran Harwinder Kaur**