**MANASBIR KAUR**

**House no. 1059, New Partap Nagar, Amritsar · 8284807340**

**Email · manasbirkaur12@gmail.com**

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

# EXPERIENCE

**11/2016 – 03/2020**

**CUSTOMER REPRESENTATIVE,** E-BAY

Working as Customer care representative for Australian E-Bay Services from last 3 years.

**03/2016 – 10/2016**

**ASSISTANT COUNSELOR, GOLD IMMIGRATION SERVICES**

Worked as assistant counselor at Gold Immigration Services, Bus Stand, ASR.

**06/2014 – 07/2015**

**JAGAT JYOTI PUBLIC SR. SEC. SCHOOL,** AMRITSAR - PB

I have been an English teacher for 9th and 10th Standard

**2013-2014**

**GOBIND YARNS,** AMRITSAR - PB

I have been a Cost accountant at Gobind Yarns (A Yarn Dying Company)

# I have done many language translation projects as a Freelancer via Freelancer App.

# EDUCATION

**2013**

**B.COM,** KHALSA COLLEGE

I have completed my Graduation in B.Com at Khalsa College with 1st Division

**2010**

**HIGH SCHOOL,** SHRI GURU TEGH BAHADUR PUBLIC SCHOOL

# SKILLS

* Remarkable patience
* Exceptional motivational and with reliability and
* leadership skills.
* Excellent communication skills in written and verbal both.
* Ability to make a strong and healthy relation among the employees.

# STRENGTHS

I am willing to learn, open to change and challenges and have no trouble in adapting myself to various scenarios in the profession. I have got comprehensive problem solving abilities using logical approaches and excellent communication skill.

**DECLARATION**

I confirm that the information provided by me is true to the best of my knowledge and belief.

**MANASBIR KAUR**