**MANPREET KAUR**

#76/A, DEEP NAGAR A,

TRIPURI ,

PATIALA-147001 INDIA

Mobile: 91-9855989390

Email: manpreetkaur4497@gmail.com

**OBJECTIVE**

* To work in a challenging environment where my experience and knowledge can be utilized for completing the assignments in time with excellent quality.

**WORK EXPERIENCE**

* Worked as Data Entry Operator & Accountant From Dec 2014 to Dec 2016 in Honda Motors India Pvt. Ltd. Patiala.
* Working as PDP(**Premium Dealer Programmer**) in Operation Department From Jan 2017 to till in HDFC BANK LTD. Patiala.

**JOB DESCRIPTION**

* Preparing the Cash and Journal Voucher.
* Checking the Workshop Summary.
* Preparing the Salary.
* Tally Bank Account With other books of Accounts.
* Preparation of Bank Reconciliation Statement.

**EDUCATIONAL QUALIFICATION**

* **B.SC** from **Punjab Technical University with 65% Marks**
* **MCA**  From **Punjab Technical University with 72% Marks**

**COMPUTER SKILLS**

* Conversant with Microsoft Office Word, Excel and Power Point, Internet, and other basic computer operations.

**POSITIVE TRAITS**

* Ability to get along well in a team
* Result Oriented
* Responsible
* Consistent
* Determined

**PERSONAL DETAIL**

Languages Known : ENGLISH,HINDI and PUNJABI

Address : #76/a, Deep Nagar A, Tripuri Patiala

Nationality : INDIAN

Sex : FEMALE

Marital Status : SINGLE

Date of Birth : 01-MARCH-1988

Passport status : Available

**(Manpreet Kaur)**