

GURPREET KAUR

House No. 366, Jawahar Colony, Sector-22, Faridabad, 9716077299, Email-
Kgurpreet614@gmail.com

Summary

Resourceful Executive with highly motivated, solid work ethic, skilled at multi-tasking and maintaining strong attention to detail. Employs professionalism and superior communication skills to meet organization needs.

Education Qualification

B.com (Hons.) From Delhi University In 2016.

1 Year Diploma in Office Management from YWCA of Delhi.

12th from K.L. Mehta Dayanand Public Sr. Sec. School scoring 82% marks.

10th from K.L. Mehta Dayanand Public Sr. Sec. School with 9.2 CGPA.

Experience

1 month Summer Internship at Escorts Agro Machinery.

Metro Heart Institute with Multispeciality in TPA & Corporate Billing as a Sr. Executive.
(October 2016-January 2019)

Personal Attributes

Willing to learn and work on new things.

Good Interpersonal Skills.

Believe in 'CAN DO' attitude.

Extra-Curriculum Activities

Worked as writer for mentally deformed student in Board Examination.

Entitled as an 'Employer of the department'.

Won first Positions in Shot Put and badminton during Inter-School Competitions.

Personal Details

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| Date of Birth | : 28-08-1995 |
| Fathers Name | : Mr. Kuldeep Singh |
| Marital Status | :Married |
| Language Known | : English, Hindi and Punjabi |
| Leisure Interests | : Singing, Bhangra and Watching Movies. |

(Gurpreet Kaur)