**Curriculum Vitae**

**AKVINDER KAUR**

Durgapur,kolkatta

Ph.7206294771

E-mail: akvinderkaur88@gmail.com

## CAREER OBJECTIVE

I am looking to join a successful, forward thinking company where I can practice, maintain and develop my current skills and interests and where possible learn new skills, through hands on experience and practical training.

## ACADEMIC QUALIFICATIONS

|  |  |
| --- | --- |
| **Program/Certification/**  **Degree** | **Board/University** |
| MBA | KURUKSHETRA UNIVERSITY |
| B.B.A | KURUKSHETRA UNIVERSITY |
| 12th | H.B.S.E. |
| 10th | H.B.S.E. |

## Strengths

* Punctuality
* Sincerity
* Self Confidence
* Positive Attitude
* Willingness to do new things

## WORK EXPERIENCE

* One year Experience in SAMSUNG SERVICE CENTER in Karnal as a CCO.
* Six Month working in Orange CONSULTANCY as a HR. Recruiter.
* Recently working in PARAMOUNT FINANCIAL ASSOCIATES As a OPERATIONAL HEAD .

## COMPUTER SKILLS

* Basic Knowledge of Computer .
* Microsoft excel, MS.word, Internet.

## HOBBIES/INTEREST

* Books Reading
* Music
* Singing

## PERSONAL INFORMATION

NAME : AKVINDER KAUR

FATHER’S NAME : Sr. Manjeet Singh

NATIONALITY : INDIAN

D.O.B. : 06-01-1993

SEX : FEMALE

MARITAL STATUS : UNMARRIED

LANGUAGES KNOWN : HINDI, ENGLISH & PUNJABI

## DECLARATION

I here by acknowledge that all the information contained above is true and correct to the best of my Knowledge and belief:

Date: 03/03/2017

Place: kolkatta

**(AKVINDER KAUR)**