**Jasmeet Kaur**

**Date of birth :** 17 November 1988

**Language Known :** English, Hindi

**Nationality :**  Indian

**Religion :** Sikh

**Contact details :** Rani Bagh, New Delhi-110034

**Email**  **:** jasmeet17nov@gmail.com

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**Objective**

* To work in learning and challenging environment, utilizing my skills and knowledge to be the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

**Education**

* 10+2 from CBSE
* B.Com from Delhi University
* GNIIT (3 years Software Engineering Course) from NIIT
* Secretarial Practice from YWCA
* Course of Computer Applications at Women’s Training Institute, YWCA of Delhi

**Computer Expertise**

* Sound knowledge of Ms-Word, Excel and PowerPoint.

**Work Experience**

**Gupta Ji Matrimonial Services:-** Worked as Receptionist from 1st October 2014 to 30th April 2018.

**Key Responsibility:-**

1. Greet and welcome guests as soon as they arrive at the office.
2. Direct visitors to the appropriate person and office.
3. Answer, screen and forward incoming phone calls.
4. Provide basic and accurate information in-person and via phone / email.
5. Receive, sort and distribute daily mail / deliveries.
6. Update calendars and schedule meetings.
7. Arrange travel and accommodations, and prepare vouchers.
8. Keep updated records of office expenses and costs.

**Pie Xsys Technologies Pvt Ltd:-** Worked as a Software Engineer from 1st May 2013 to 30th June 2014.

**Key Responsibility:-**

1. Execute full software development life cycle (SDLC).
2. Develop flowcharts, layouts and documentation to identify requirements and solutions.
3. Write well-designed, testable code.
4. Produce specifications and determine operational feasibility.
5. Integrate software components into a fully functional software system.
6. Develop software verification plans and quality assurance procedures.
7. Document and maintain software functionality.
8. Troubleshoot, debug and upgrade existing systems.
9. Deploy programs and evaluate user feedback.

10. Comply with project plans and industry standards.

11. Ensure software is updated with latest features.

**GroData Solutions:-** Worked as a Data Processing Executive from 18th July 2011 to 30th September 2013.

**Key Responsibility:-**

* 1. The Data Processing Executive is responsible for the processing and coding of all information provided to clean, usable data for account management and / or clients. The department uses tools and software to meet these needs.
  2. Responsible for accurate data entry and coding; product data quality.
  3. Responsible for processing of all data (electronic and manual).
  4. Responsible for coding (categories and its features) of Information Technology Hardware, Office, Communications and related products.
  5. Responsible for full knowledge of all production processes as documented in the production manual.
  6. To maintain positive working relationships and open communication with all colleagues, including the Account managers, Retail department, and other departments in the Region.

**Strengths**

* Self Confident
* Positive Attitude
* Sincere & Hard Working
* Good Team Player
* Never Give Up Attitude

**Hobbies**

* **Socialising with friends**
* Internet Surfing

**Date :**

**Place : Delhi**

**(Jasmeet Kaur)**