**INDERPREET KAUR**

Mobile – 91-9810915391

Email – [inderkaur320@gmail.com](mailto:inderkaur320@gmail.com)

**OBJECTIVE**

Want to work with experienced people to obtain a responsible position in a leading organization.

**PROFILE SUMMARY**

highly motivated and energetic in administration/ industrial relations, who ensure that all tasks are accomplished with in time, willing to work with others, ability to maintain a level of accuracy.

**ACADEMIC QUALIFICATION**

* Pursuing MBA (WEEKEND- for working professionals 2014-2016) from GGSIP University
* B.COM Graduate from Delhi University in 2012
* Passed XII from GHPS Punjabi Bagh ,CBSE board in 2008
* Passed X from GHPS Punjabi Bagh ,CBSE Board in 2006

**PROFESSIONAL QUALIFICATION**

Pursuing Career Development Professional course from

**National Institute For Career Education (NICE)**

CPCA – Certified Professional Computer Accountant course from

**National Institute of Finance and Accounts.(NIFA)**

**SKILLS**

* Microsoft office.
* Knowledge of Basic computer.
* Internet.
* Task oriented
* Trainer
* Focused

**WORK EXPERIENCE**

1. Working with grooming India as Education Advisor (1st Feb 2015- till date)

* Handle the team of career advisors.
* Responsible to solve queries of students.
* Work on contents of programs.
* Organizing workshops in schools/institutes.
* Prepare and maintaining the reports.

1. Worked with VIDWAAN ACADEMY as Branch head/admin (30th Dec 2012- 1st jan 2015)

* Responsible for handling the staff for enquiries and follow-up.
* Responsible to solve the problems of students.
* Involves in Planning and decisions making of Institute.
* Making daily business status reports.

1. Worked with NIFA (National institute of Finance and Accounts) as Placement Coordinator (10th june 2012- 28th Dec 2012)

* Tie-ups with Human resources/prospective employers of companies by sending emails.
* Prepare and maintaining the data.
* Duty to prepare placement reports.

**PERSONAL DETAILS**

Father’s name – Mr. Amrik Singh

Date of birth – 7 May 1990

Postal Address – F- 164 Vishnu garden , New Delhi -110018

Gender - Female

Marital status – Unmarried

Languages known – English , Hindi, Punjabi.

**Place: New Delhi (Inderpreet kaur) PLACE: NEW DELHI**