**RESUME**

**JASMEET KAUR**

**­­­­­­­­­­­­­­­­­­­­­**

**PERSONAL DETAILS**

**Name : JASMEET KAUR**

**Father’s Name** : S. Inderjeet Singh

**Sex**  : Female

**D O B :** 06 Dec 1993

**Marital Status :** Unmarried

**Language Known** : English, Hindi & Punjabi

**Local Address** : WZ H-35 First Floor, Sant Nagar Extn.

Near Tilak Nagar New Delhi 110018

**Contact number** : 8285637880

**e-mail address** : jasmeetkaur872@yahoo.com

**Educational Qualification:**

1. Pursuing CS (Company Secretaries from ICSI.
2. Graduate in Commerce from Shyama Prasad Mukherjee College, Delhi University.

**Working Experience:**

1. Four years experience of teaching as a home tutor.
2. Worked as a HR Trainer in Appco Group of India. Have experience of Human Resource Development, Marketing , Sales and Management and Team Management.
3. Working as Branch Manager in Target IIT JEE PMT Pvt. Ltd. Nirman Vihar, East Delhi. Have experience of Counseling, Handling the Administration, Admission Conversion, open discussion with team members for decision making, motivate team members for achieving the given goals , bring out the potentials of all the members.

**Qualities:**

1. Excellent Communication Skills.
2. Good Convincing power.
3. Good management Skills.
4. Adaptable in all work environments.
5. Smart worker

**Hobbies:**

1. Writing poems.
2. Love to do craft work.
3. Love to teach.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*