**RESUME**

***Jaspreet Kaur***

**Pratap Vihar, Sec-11**

**Ghaziabad, 201009**

**E-mail:- kaurjaspreet8642@gmail.com**

**Mob. No. : +91-9599693758**

**Objective**

* Seeking a job in an organization, which provides the stimuli for growth and whose competition and support would encourage me to greater heights.

**Educational Qualificaion**

* I have completed 10th class passed from CBSE Board in 2012
* I have completed 12th class passed from CBSE Board in 2014
* I have completed B.Com passed from CCS University in 2017

**Technical Qualification:**

I am Comfortable with the following application packages:

* Basic Knowledge of MS Excel, MS Word, MS power point.
* Internet

**StrengTH:**

* Confidence, Hardworking, Honest & Good Listener.

**Personal Particulars:**

|  |  |  |
| --- | --- | --- |
| Father’s name | ***:*** | Shri Harjeet Singh |
| ***Date of Birth*** | ***:*** | 17th November 1996 |
| ***Sex*** | ***:*** | Female |
| ***Marital Status*** | ***:*** | Unmarried |
| ***Nationality*** | ***:*** | Indian |
| ***Language Known*** | ***:*** | Hindi, English & Punjabi |
| ***Hobbies*** | ***:*** | Poetry, Listening Music, Sketching, Reading Books. |

**MISCELLANEOUS:**

**Interest : Listening Music & Reading Books**

**Attitude : Positive & Confidential**

**DECLARATION**

All the above statements and Details are correct to be the best of my knowledge and Belief.

**Date :....................**

**Place : ………………. (Jaspreet Kaur)**