

CURRICULUM VITAE

Name: RAJVINDER KAUR

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OBJECTIVE

- Aim to seek a good job in a renowned company and want to enter in a corporative world with a vision of achieving big in this industry. Working with a highly disciplined, hardworking, and smart people is my choice of living. Target is to work with a corporative accounting company and have experience.

EXPERIENCE

- I have total experience of 1.2 years in Jorie Healthcare as Process Associate.

EDUCATION

- 10th from St. Peter's Senior Secondary School, Kishanpur, Uttrakhand in year 2012
- 12th from Apj Smart School, Mundi Kharar in year 2014
- B.com. from S.G.G.S.C, Sector-26, Chandigarh in 2017 with 53%
- M.com. from GCCBA, Sector-50, Chandigarh in 2019 with 62%.

AWARDS

- Certificate of proficiency in personality development .

TECHNICAL QUALIFICATION

- Proficiency in computer skills like Excel, Access, Word, PowerPoint, and internet.
- Strong in accounting concepts.

SKILLS

- Adaptive in technology.
- Time management.
- Verbal and written communication.
- Strategic planning.
- Detailed oriented.

Language known:- Hindi, English, Punjabi.

HOBBIES :- Photography, Traveling, Reading books

