

CURRICULUM VITAE

Name: - Balvinder Kaur

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SUMMARY

Hard-working Challenging growth oriented opportunities in a progressive Company, where my skills are effectively can effective multi-task in challenging situations.

SKILLS & STRENGTHS

1. Good verbal communication.
2. Multi-Task Management.
3. Customers Need Assessment & Team work.

WORK EXPERIENCE

- ☑ 1 Year Experience as a Teacher Class 1st to 10th HOME COCHING. (2021 July to till).
- ☑ 6 month Experience in HR Admin and Designing- (KRA- Recruitment and Staffing Employee Relations, Training and Development Communication , Maintaining employee records ,MS Office)

ACADEMIC QUALIFICATIONS

1. 10th Passed from C.B.S.E. Navjeevan Public School, Faridabad HARYANA (2018).
2. 12th Passed from H.B.S.E.Nidhi Public School, sector-87, HARYANA (2020).
3. B.B.A (Bachelor of Business Administration) completed from (MDU UNIVERSITY) HARYANA (2020 to 2023).
4. Pursuing MBA from (MDU UNIVERSITY)

ACCOUNTING SKILLS

- ☑ GENERAL LEDGER.
- ☑ FINANCIAL ANALYSIS.
- ☑ PUBLIC ACCOUNTING.

COMPUTER SKILLS

- ☑ Basic Knowledge of computer , MAIL INTERNET ETC.
- ☑ MS EXCEL
- ☑ MS OFFICE
- ☑ MS POWER POINT
- ☑ TALLY ERP.

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PERSONAL DETAILS

Father's Name : Mr. Deepak Kaur

DOB: - 24 AUG 2003

Gender:- Female

M STATUS:-Single

Languages Known: Hindi, English, Punjabi

Active Learning

I love reading and learning new things to improve myself and be tuned with dynamically changing world and trends.

DECLARATION:

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Yours faithfully,

(BALVINDER KAUR)