

1. ACADEMIC COUNSELLOR | 2. TEACHER |

Ms Rajwinder Kaur
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OBJECTIVE

SEEKING A CHALLENGING AND PROGRESSIVE CAREER USING MY PROFESSIONAL, SKILLS AND CREATIVE THINKING TO GAIN FUTURE EXPOSURE, STRENGTHS AND EXPERIENCES.

SKILLS

ADMINISTRATIVE, TEACHING, CLIENT RELATIONSHIP MANAGEMENT, CUSTOMER SUPPORT EXECUTIVE, PROBLEM SOLVING, TEAM WORK, BUSINESS DEVELOPMENT MANAGEMENT, RISK MANAGEMENT, TARGET STRATEGIES, LEAD GENERATION, COLD CALLING, TARGET GOAL, MS-WORD, GOOGLE SHEET, SEO (ENTRY-LEVEL), DIGITAL MARKETING (ENTRY-LEVEL).

EXPERIENCE

Nov-2020 - May-2021 COUNSELLOR	DEEN DAYAL UPADHYA GRAMIN KAUSHLYA YOJNA
May-2021 - May-2022 TRAINER	DEEN DAYAL UPADHYA GRAMIN KAUSHLYA YOJNA
May-2022 - Sep-2022 ACADEMIC ADVISOR	TOUCHSTONE EDUCATIONALS LLP

PROJECTS

BLOOD DONATION

PHP

CORRUPTION

C

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
MCA	LPU	7	2019
BCA	DR. CVRU	75	2015
12th	PSEB	70	2011
10th	PSEB	60	2009

INTERESTS

ADMINISTRATOR, TEACHING, RELATIONSHIP MANAGER, DEPUTY MANAGER, HUMAN RESOURCES, TEAM LEADER, CONSULTANT.

HOBBIES

EXPLORE NEW THINGS, READING BOOKS.

STRENGTHS

HARD WORKING, SELF MOTIVATED, QUICK LEARNER, TRUSTWORTHY, CAPABLE TO LEARN NEW THINGS AND ADJUST TO NEW ATMOSPHERE.

ADDITIONAL PERSONAL INFO

Address	VILLAGE BADLA KHURD, NEAR RAJPUR BHAYIAN, DISTT - HOSHIARPUR, PUNJAB, 146112.
Languages	PUNJABI, HINDI, ENGLISH.
Date of Birth	15/01/1994
Marital status	UNMARRIED
Nationality	INDIAN
Gender	FEMALE