

RESUME

RUPINDER KAUR

6-A, Navjeet Nagar Back Side D-Mart,
Sirhind Road, Patiala.

MOBILE: 70876-61224

Email ID: rupindermeen2308@gmail.com

CAREER OBJECTIVE

- To work with the organization where I can learn new thing and grow my career with the company in my field and lead the company to higher position.

EDUCATIONAL QUALIFICATIONS

- 10TH from C.B.S.E with 8.4 CGPA
- 12TH from P.S.E.B. with 82.89 %
- B.Com from Punjabi University, Patiala with 80.4 %

EXPERIENCE

- Fresher

KEY SKILLS

- Good communication skills (Written & Oral).
- Basic knowledge of accounts, Taxation & GST.
- Knowledge in Excel, Word & Power Point.
- Well in extracurricular activities and Hard working.
- Ability to handle banking & statutory related matters.

CORE STRENGTHS

- Management and coordination skills.
- Active learning
- Time management
- Self motivated and friendly nature

PERSONAIL DETAILS

Father's Name : Late Mr. Gagandeep Singh
Mother's Name : Late Mrs. Narinder Kaur
Date of Birth : 23 August, 2001
Gender : Female
Marital Status : Unmarried
Nationality : Indian
Language Known : Eng, Pbi. & Hindi

Date _____

Place :- _____

(RUPINDER KAUR)