RESUME

**Brahmpreet Singh**

**Address:** H.No 64 Saheed Udham Singh Nagar , Sanaur, Patiala, India

**Email id -** **brahmpreetsingh24@gmail.com**

**Contact Number: +91 98559-71026**

**PROFESSIONAL OBJECTIVE:**

To become employed with a leading organisation in a position utilizing my current skills while enhancing more knowledge and more skills. To be a solid part in each step toward the growth of an organization.

**PERSONAL SKILLS:**

* Hard worker, quick learner, and desire to assume responsibility.
* Versatile and multi-skilled person.
* Excellent verbal and written communication skills.
* Proficient in the use of computers.
* Demonstrated ability to adapt to new equipment & technology.
* Responsible, dependable, punctual.

**QUALIFICATION:**

* I have completed my Matriculation from PSEB Board in 2019.
* I have completed my senior secondary from PSEB Board in 2021.

**EXPERIENCE:**

* Worked as an office assistant at Advance It Solutions from 01-05-2021 to till date.

**COMPUTER SKILLS:**

* Basic knowledge of Computer Basic Applications and internet.
* Basic Knowledge of Microsoft office, excel sheet and other advanced features.

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| **PERSONAL DETAILS:** |  |  |
| Date of Birth | : | 24 August 2000 |
| Nationality | : | Indian |
| Marital Status | : | Unmarried |
| Passport No. | : | **T0176368** |
|  |  | **Declaration** |

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**[Brahmpreet]**