**CURRICULUM VITAE**

Name – Gurkirat Singh

Address – VPO Gondwal, Distt. Ludhiana, Punjab, India

Pin – 141109

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**OBJECTIVE**

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

**ACADEMIC BACKGROUND:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FROM M/Y** | **TO M/Y** | **LEVEL OF CERTIFICATE** | **ACTIVITY** | **NAME OF THE BOARD/ORGANISATION** |
| July, 2018 | May, 2021 | Bachelor of Science | Student | Himalayan Garhwal University, Uttarakhand |
| April, 2017 | June, 2018 | Senior Secondary (Science) | Student | Punjab School Education Board |
| April, 2015 | March, 2016 | Matriculation | Student | Punjab School Education Board |

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**WORK EXPERINCE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FROM M/Y** | **TO M/Y** | **NAME OF THE ORGANISATION** | **ACTIVITY** | **DESIGNATION** |
| Oct,2021 | Till date | Greatwayz Institution of Professional Education | Employee | Office Executive |

**IELTS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **LISTENING** | **READING** | **WRITING** | **SPEAKING** |
| 8.0 | 6.5 | 6.0 | 5.5 |

**STRENGTHS**

→ Good communication and issues resolution ability.

→ Self-motivated and able to communicate with other staff and motivate them.

→ Can perform effectively in a dynamic and multi tasking environment.

→ Good planning.

→ Flexible and adopt to different working environment quickly.

→ Highly adaptable, resourceful team player, positive, flexible,patient and honest.

→Well organized , emotionally matured professional

**LANGUAGES KNOWN**

→English

→ Hindi

→Punjabi

**PERSONAL DETAILS**

Father’s Name – Paramjeet Singh

Mother’s name – Paramjeet Kaur

Date of Birth – 18-07-2000

Nationality – Indian

I solemnly declare that the information in this resume is true to the best of my knowledge and belief.

Gurkirat Singh