**SIMRANJEET KAUR  
Vill. Jouns, P.O Mohar**

**Tehsil Ajnala, Amritsar**

**Phone: +91- 7814078688  
Email: simransukhjeetkaur688@gmail.com**

**CAREER OBJECTIVE:**

To work in an environment where I get a chance to gain knowledge which can be shared and enriched, where I can utilize my skills and expertise to the optimum towards achieving my goal.

**SUMMARY OF SKILLS:**

* Good communication skills.
* Ability to deal with people diplomatically.
* Work effectively in teams, both collaboratively and independently.
* Manage their time effectively.
* Quick learner.

**ACADEMIC QUALIFICATION:**

* Bachelor of Business Administration under Guru Nanak Dev University in 2020 with 64%.
* Senior Secondary under PSEB in 2017 with 76%.
* Secondary Education under ICSE in 2015 with 68%.

**EXPERIENCE:**

I am working as an Office Manager at Team Global Immigration Consultant from 08 September 2020 to Till date.

**STRENGTHS:**

I am hard working, having positive attitude, and keen to learn new things, and enjoy working in team environment among my other strengths are comprehensive problem solving abilities.

**HOBIES:**

Reading Books

Travelling

Listening Music

**PERSONAL PROFILE:**

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| --- | --- | --- | --- |
| Name | | : Simranjeet Kaur | |
| Date of Birth | | : 29/11/1997 | |
| Gender | | : Female | |
| Marital Status | | : Un-Married | |
| Nationality | | :  Indian | |
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Declaration:-

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Amritsar Simranjeet Kaur**