

CURRICULUM VITAE

SUKHJOT KAUR

VPO Chabbewal
Hoshiarpur 146102
Punjab India

OBJECTIVE

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

ACADEMIC QUALIFICATION

- 10th passed from CBSE in year 2010.
- Diploma in Information Technology in 2014
- Bachelor of Science-Information Technology from LPU in year 2020.

WORK EXPERIENCE

Worked as COMPUTER TEACHER from September 2017 to January 2022 with M.S. IT Education

JOB RESPONSIBILITIES:-

- Organize, maintain and manage class systems in proper working condition.
- Manage and monitor student behaviour.
- Initiate and implement systems, procedures and other student management issues
- Determine and troubleshoot technology services for staff.
- Coordinate and collaborate with lead teacher, principal and instructional coaches.

COMPUTER EXPOSURE

- Programming Languages: Java, .NET, PHP
- Operating Systems: Windows XP, Linux, MS-DOS
- Packages: Microsoft Office
- RDBMS: Oracle, MS-SQL server

PERSONAL SKILLS

- Very good learner, self-motivated with positive attitude.
- Strong communication and interpersonal skill.
- Result oriented, strong will power and better planning and coordination.
- Enthusiasm to learn new concepts/practices.
- Easily adaptable nature.

PERSONAL DETAILS

- Father's Name : Harvinder Singh
- D.O.B : 16-03-1995
- Marital Status : Married
- Languages Known : English, Hindi& Punjabi

DECLARATION

- I hereby declare that all the statement given above is true to the best of my
- Knowledge and in case of any discrepancy I will be responsible.

Sukhjot Kaur