**RESUME**

**NAME :** Parminder Kaur

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**PERSONAL DETAILS**

**Full Name :** Parminder Kaur

**Date of Birth :** 01-11-1994

**Hobbies :** Listening music, Reading books

**Language Known :** English, Hindi, Punjabi

**Nationality/ Religion :** Indian

**BASIC ACADEMIC CREDENTIALS**

* ​April,2009 - March,2010 :: 10th (63.2%) :: (PSEB)
* April,2011 - March,2012 :: 12th (ARTS) (75.8%) :: (PSEB)
* 2012-2015 :: B.A :: 69.33% :: PUNJABI UNIVERSITY, PATIALA
* 2015-2017 :: M.A (PUNJABI) :: 8.55 CGPA :: PUNJABI UNIVERSITY, PATIALA

**EXPERIENCE**

* Worked as an Office Administrative from August 2017 to August 2021 in Saffron College for Girls, Sirhind.

**INTERPERSONAL SKILLS**

* Ability to rapid build relationship and set up trust
* Confident and determined
* Good Problems Solving Skill

**DECLARATION**

I hereby declare that the above-mentioned information is true and correct up to the best of my knowledge.

Parminder Kaur