## RESUME

***JASPREET SINGH* Address: VILLAGE MACHHONDA,**

**KULDEEP NAGAR,**

**AMBALA, HARYANA - 133004**

**M.NO:- +917206448013**

***OBJECTIVE***

**To get well recognized CAREER and build very lasting relationship where I work by using best of my abilities and eventually, achieve excellence.**

***EDUCATIONAL QUALIFICATION***

* **2013- 2014:: 10th ( 53.2% ) (CBSE)**
* **2016- 2017:: 12th ARTS( 55.4%) ( BSEH)**
* **2017-2020:: B.A (61.12%) (KUK )**

***EXPERIENCE***

**Working as Intern in Office Administrator since 1/6/2020 to 30/11/2020**

**Working as Intern in Office Administrator since 01/12/2020 to 07/04/2022**

***TECHNICAL SKILLS***

* **Willingness to learn**
* **Strong motivation and leadership skills**
* **Ability to work as individual as well as in group**
* **Adaptable in all written and verbal both**
* **Proficient with computer basics**
* **Language skills: English, Punjabi, Hindi**

***PERSONAL DETAILS***

**Date of birth: 22/06/1997**

**Email ID:** [**jaspreetsinghdhindsa13@gmail.com**](mailto:jaspreetsinghdhindsa13@gmail.com)

**I hereby declare that the above information given by me is true and complete to the best of my knowledge and belief.**

**DATE:**

**PLACE:**

**(JASPREET SINGH)**