**RESUME**

**NAME :** Manjinder Kaur

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**PERSONAL DETAILS**

**Full Name :** Manjinder Kaur

**Date of Birth :** 06-08-1991

**Hobbies :** Listening music, Reading books

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

**Nationality/ Religion :** Indian

**BASIC ACADEMIC CREDENTIALS**

​April,2004 - March,2005 :: 10th (48.35%) :: (PSEB)  
April,2006 - March,2007 :: 12 th (60.8 %) :: ARTS :: (PSEB )

2010 - 2013 :: B.A  :: 55.08 % :: PUNJABI UNIVERSITY

**EXPERIENCE**

* Worked as Receptionist at The Chanakaya School of Management & Business Studies from 03/06/2013 to 30/04/2016.
* Worked as Office administrator at Heights Consultants from 16/05/2016 to 15/10/2019.
* Worked as Assistant Manager at Excelify Institutes from 04/11/2019 to 21/04/2022.

**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.

Manjinder Kaur