

BHUPINDER KAUR

@ kaurbh1210@gmail.com

7681943379

SKILLS

Decision making

Analytical skills

Good communication skills

Microsoft word

Microsoft PowerPoint

Microsoft Excel

Leadership quality

PERSONAL DETAILS

Date of Birth : 12/10/1999

Nationality : Indian

LANGUAGE

English

Hindi

Punjabi

OBJECTIVE

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish.

EDUCATION

Guru Nanak Dev University 2017-20

Bachelor of commerce

76.14%

Guru Nanak Dev University 2018-20

Bachelor of Commerce (Honors)

76%

Guru Nanak Dev University 2021

Post Graduate Diploma in Computer Application

89%

ACHIEVEMENTS & AWARDS

Attend two days Digital marketing workshop

Completed three months basic computer course and got certificate by ISO

SUBJECTS TAKEN

1. Subjects taken in B.com- Accounting, Business studies, Operations Research, Management Studies, International business, Foreign exchange management, Direct tax laws, GST

2. Subjects taken in B.com Honors- Accounting for Bankers, Bank Marketing, Electronic Banking and risk management, Banking and financial system

3. Subjects studying in PGDCA- Networking, MS-Word, MS-Excel, MS- Powerpoint, MS-Access, Programming language- C, Scripting language-HTML