

## **Upinder Kaur**

Flat No. 301, Block K-1, Surya Enclave,  
Surya Greens, Jalandhar City – 144001

☎ 89686 34480 | ✉ upinderkaur032@gmail.com

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## **Career Objective**

To be a part of a dynamic organization that offers responsibility, flexibility, and new challenges—allowing me to apply my skills, grow professionally, and contribute to organizational success.

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## **Academic Qualifications**

- **Bachelor of Laws** – KCL Institute of Laws, Jalandhar – 2015
  - **Senior Secondary Education (12th)** – Haryana Board
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## **Work Experience**

**Manager** – R&S Associates

*January 2022 – March 2025*

- Oversaw day-to-day operations and ensured process efficiency
  - Coordinated team activities and provided leadership and guidance
  - Managed client relations and internal reporting
  - Contributed to strategic planning and execution
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## **Skills**

- Proficient in Microsoft Office
  - Passionate about innovation and digital technology
  - Strong decision-making and negotiation abilities
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## **Strengths**

- Positive attitude and disciplined work ethic

- Good listener with strong leadership qualities
  - Ability to inspire and motivate team members
  - Capable of leading teams toward organizational goals
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## **Languages Known**

- Hindi
  - English
  - Punjabi
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## **Personal Details**

- **Father's Name:** Karnail Singh
- **Marital Status:** Single