

# Harmilan Kaur

Motivated and detail-oriented individual seeking a Front Desk Receptionist position to leverage strong communication, organizational, and multitasking skills. Experienced in managing documentation, handling customer inquiries, and creating professional presentations.

## Work Experience

### HR Partner – Bharti Consultants, Jalandhar

Jan 2025 – May 2025

- Handled end-to-end recruitment processes with a focus on the banking sector.
- Conducted telephonic screening and calling to identify suitable candidates.
- Coordinated interviews and followed up with potential hires.

### Content Writer – The Knowledge Academy, Jalandhar

Jan 2024 – Dec 2024

- Created engaging and easy-to-understand presentations for diverse topics.
- Collaborated with the content team to deliver projects on time.
- Focused on effective communication and content quality.
- Gained experience in research, formatting, and digital communication.

## Projects

### Data Science Job Salaries Dashboard (Tableau)

- Analyzed job salaries in the data science field and visualized trends.

### MarketHub Sales Analysis (Power BI)

- Conducted sales data analysis and created detailed reports using Power BI.

### Personal Portfolio Website (WordPress)

- Built and customized a responsive WordPress site to showcase projects.

## Educational Background

### Master of Computer Application (MCA)

Lyallpur Khalsa College Technical Campus, Jalandhar  
Aug 2023 - Apr 2025

### Bachelor of Computer Application (BCA)

Lyallpur Khalsa College Technical Campus, Jalandhar  
Aug 2020 - Jun 2023  
Grade: A

## Contact

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## Skills

- Front Desk Operations
- Customer Service & Interpersonal Skills
- Appointment Scheduling & Calendar Management
- MS Office: Word, Excel, PowerPoint
- Mail Handling & Office Support
- Time Management & Multitasking
- Attention to Detail

## Languages

- English (Fluent)
- Hindi (Fluent)
- Punjabi (Fluent)

## Certification Courses

- Power BI for Beginners – Simplilearn
- Excel Fundamentals – CFI
- Startup India Learning Program – UpGrad
- ChatGPT for Everyone – GUVI
- Red Hat System Administration – NetworkNuts
- WordPress Tutorial – WsCube Tech

## Additional Information

- Analytical Mindset
- Detail-Oriented
- Problem-Solving
- Communication
- Team Player