



JASHANPREET KAUR

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8810398951
DOB 03-02-2002

Education

Army public school, Dhaula Kuan, New delhi

10th CBSE(2018)
2018 — 75%

Army public school, Dhaula Kuan, New delhi

12th CBSE (2020)
2020 — 85%

Bharati college, University of Delhi

Bcom programme
2023 — **result awaited**

Experience

Geneiosys pvt tech Ltd

human resource intern

15 September 2021 - 15 october 2021

Role :- screening of resume's.

Interview of selected candidates.

Assigning their tasks.

Inspire educare

human resource intern

15th March 2022 - 15th may 2022

Role :-

- Assigning offer letter to the candidates
- Handling candidates grievances
- Phone calls to various companies about the vacancies.

Skills

- Highly motivated and eager to learn new things
- Effective communicator
- Able to work as an individual as well as in a group
- Basic computer knowledge –
 - o MS Excel
 - o MS Powerpoint
 - o Tally
 - o Accounting
 - o Ms Word

Objective

A highly motivated and hardworking individual looking for a responsible role in a reputed company / I am seeking a role in a company where I can contribute my ideas and be mentored towards a successful career / To get an opportunity where I can make the best of my potential and contribute to the organizations growth.

Other training courses

- Business management and entrepreneurship course
- Stock market and Finance course

Language

English, Hindi, Punjabi

Declaration

I hereby declare that the information provided above is correct to the best of my knowledge .

