

# **RESUME**

MANJEET KAUR

VPO PARASRAMPUR

DISTT JALANDHAR

MOBILE NO: 7986417289

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## **OBJECTIVE:**

- Seeking a position to utilize my skill and abilities in the BACK OFFICE OPERATIONS.

## **QUALIFICATION EDUCATION:**

- 10 in 2016 from P.S.E.B.
- +2 in 2018 from P.S.E.B.
- Bachelor's of Commerce in 2021 from PTU
- Diploma in computer operator and Tally

## **WORK EXPERIENCE:**

- 3 years work experience in Immigration office (NEW BALI TRAVELS) in visa filling (editing, form filling).

## **STRENGTHS**

- Smart working
- Polite
- Sincere
- Positivte Attitude

## **HOBBIES**

- Listning Music
- Cooking

## LANGUAGE KNOWN

- English
- Hindi
- Punjabi

## PERSONAL INFORMATION

- |                  |                    |
|------------------|--------------------|
| • Father's Name  | Mr. Ashni Kumar    |
| • Mother's Name  | Mrs. Amarjeet kaur |
| • Marital Status | Single             |
| • Sex            | Female             |
| • Date of Birth  | 10.10.2000         |

## DECLARATION

The above mention details are true to the best of my knowlege.I shall be grateful to you, if a chance is given to me to serve your esteemed organization under your kind control,