

# Prabhjot Kaur

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nakodar , district Jalandhar

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## ABOUT ME

A motivated and detail-oriented B.Com graduate with a strong interest in accounting, cash handling, data entry, and management operations. Proficient in MS Office and currently advancing skills in Tally Prime to enhance accounting and financial management capabilities. Confident, quick learner with a keen eye for accuracy and efficiency, seeking opportunities to contribute effectively in accounting, finance, or administrative roles.

## EDUCATION

### 2022-2025

CT Group of institution ,  
Jalandhar

### Bachelors in commerce

Secured **70%** marks, with active involvement in extracurricular activities

### 2021-2022

Tagore model ser. Sec.  
School , nakodar

### Higher secondary (+2 Commerce)

Secured **94%** marks in commerce field.

### 2025-Now

Information point,  
nakodar

### Computer course including Tally

I have learned Ms word, Ms excel , Ms powerpoint in detail ,  
currently i am learning tally prime.

## ACHIEVEMENTS

- I have participated in several PowerPoint competitions, earning both certificates and medals.
- I have received a certificate for my involvement in debate competitions.
- In terms of creativity, I also earned a certificate for an ad-mad show and a skit.
- I have been recognized with achiever awards for my academic excellence.

## SKILLS

- Leadership
- Adaptability
- Communication
- Inovative
- Analytics
- Teamwork
- Problem Solving
- Multitasking