

# RESUME

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**AMANPREET KAUR**

**PH.NO. +91 8196999443**

**EMAIL: [ammykaur1921@gmail.com](mailto:ammykaur1921@gmail.com)**

## OBJECTIVE

**To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitments.**

## EDUCATION

- **10<sup>TH</sup> passed from C.B.S.E Board with 7 CGPA in 2013**
- **12<sup>TH</sup> (humanities) passed from P.S.E.B Board with 80% in 2015**
- **Diploma of cyber security in 2018**
- **Diploma of CCNA (cisco certified network associate) in 2019**
- **International English language test cleared with 6 bands in 2022**

## SKILLS

### PERSONAL SKILLS

- **Adaptability**
- **Interpersonal skills**
- **Good communication skills**
- **Ability to work in harmony with co-workers**
- **Leadership and management skills**

### PROFESSIONAL SKILLS

- **Good command of spoken and written English**
- **Computer skills**
- **Office suite ( MS POWERPOINT, MS EXCEL, MS WORD )**

## EXPERIENCE

Currently I am a fresher and looking for a meaningful work so that can prove my skills and provide my best to a profession.

## **PERSONAL DATA**

- **NAME** : **AMANPREET KAUR**
- **FATHER'S NAME** : **S.HARWINDER SINGH**
- **MARITAL STATUS** : **UNMARRIED**
- **D.O.B** : **19.09.1997**
- **LANGUAGE KNOWN** : **PUNJABI, HINDI, ENGLISH**
- **ADDRESS** : **H.NO.2/2B SHAHEED BABA DEEP  
SINGH NAGAR, JALANDHAR**

## **DECLARATION**

**I here by declare that the above particulars are true to the best of my knowledge and beliefs.**

**Thanking you,**

**Sincerely,**

**AMANPREET KAUR**