

Prabha

VPO Khusropur Distict Jalandhar,Punjab-144024

Contact : 9872296586

Email : prabhakaur258@gmail.com

DOB : 08/04/2004

OBJECTIVE

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

SKILLS

- Good Communication
- Ms Word
- Ms Excel

REFERENCE

Prabha
prabhakaur258@gmail.com | 9872296586

LANGUAGE

- Punjabi
- English
- Hindi

EXPERIENCE

Lovely Professional University (LPU)

Receptionist

Duration : **02.03.2023 - 03.08.2024**

Manage All Reception Duties
Corporate with Coustomers

Cafe Daljit Communication

Computer Operator

Duration : **05.09.2024 - 28.02.2025**

Adhar Card Update
Driving licence
Army School Admission & Work
Pan Card

EDUCATION

Guru Nanak Kaniya Maha Vidyalaya (PSEB)

10th

Passing Year - **2019**

Grades : **75%**

Govt.Sen.Sec.School, Sofipind (PSEB)

+2

Passing Year - **2021**

Grades : **78%**

IITS Computer Centre & Academy

Basic Computer Course

Passing Year - **2023**

Grades : **A+**

Layallpur Khalsa College (GNDU)

Current Study Bachelor of Arts (BA)

Passing Year - **2024**

MARRITAL STATUS

Unmarried

GENDER

Female

NATIONALITY

Indian

STRENGTH

Positive attitude

Hard-working

Punctual

Co-operative

Signature: _____



Prabha