



sukhpal kaur

B.Com., MBA currently a home maker looking forward to restart my career.

GET IN CONTACT

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PERSONAL DETAILS

- Current Location BASTI CHAIRAG SHAH WALI
- Date of Birth Oct 21, 1992
- Gender Female
- Marital Status Married

SKILLS

- Grammar
- Internal Communications
- Formatting
- Tally
- Finance
- Banking
- Word
- Punjabi
- English Typing
- Excel
- Teaching
- Accuracy
- Punctuation

LANGUAGES KNOWN

- Punjabi
- English
- Hindi
- French

PROFILE SUMMARY

I have completed post graduation in 2015 from Guru Nanak Dev University, Amritsar and B.com from BBK DAV College for Women, Amritsar. On July 3rd, 2015 I joined Axis Bank, Khadoor Sahib Branch, as an Assistant Manager where i performed various duties for example Handling cash and cash transactions, Petty Cash Management, Maintaining Cash Registers, Dealing with Customers and following leads given by sales executives. I also worked as a volunteer in Speaking Hands Welfare Foundation, Rajpura for 6 months. Where I learned Basics of Indian Sign Language. Currently, I am a home maker with a kid and looking for jobs which can be done from home. I have made few Assignments for students from other countries and i loved the same. I will love to do jobs like Data entry, translation (I can translate any text from english to punjabi or hindi to punjabi or english to hindi), assignments, helping in home work etc.

EDUCATION HISTORY

Post Graduation

Course	MBA/PGDM(Finance)
College	Guru Nanak Dev University (GNDU)
Year of Passing	2015

Graduation

Course	B.Com(Commerce)
College	BBKDAV College For Women, Amritsar
Year of Passing	2013

WORK EXPERIENCE

Jul 2015 to Dec 2015

Customer Service Officer at Axis Bank

Handling cash and cash transactions Petty cash management Transfers Handling Customer Queries Filling various forms Maintaining Cash and Petty cash registers

Maintaining cash Inward/ Outward Pitching Sales products to customers

HEADING HERE

IELTS GT

Reading 8.5

Listening 8.5

Speaking 7.5

Writing 7

TEF

Reading B2

Listening B1

Speaking B1

Writing B1