

# CURRICULUM VITAE

NAVNEET KAUR

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## ACADEMIC QUALIFICATION:

COURSE	YEAR OF COMPLETION	COLLEGE/ SCHOOL	UNIVERSITY/ BOARD	PERCENTAGE
Bachelor of Business Administration (BBA)	2023	Lyallpur Khalsa College, Jalandhar	Guru Nanak Dev University, Amritsar.	71.8%
12th	2020	Guru Amar Dass Public School, Jalandhar	Central Board Of Secondary Education	67%
10th	2018	Guru Amar Dass Public School, Jalandhar	Central Board Of Secondary Education	63.8%

## DIGITAL CERTIFICATIONS

- Course of Basics of Financial Literacy by Yuwaah India at UNICEF.
- Course of Digital Production by NIIT Foundation.
- Microlearning course in Personal Finance And Investment Planning by Board Infinity.
- Microlearning Course in Grooming And Etiquette Course by Board Infinity.
- Microlearning Course in Product Management by Board Infinity.

## SKILLS

- Microsoft Office
- Certificate Designing and Distribution using certify'em and autocrat.
- Creation of Google forms.
- Poster designing
- Presentation skills
- Analytical skills
- Communication Skills
- Public Speaking
- Interpersonal skills
- Teamwork
- Time Management

## VOLUNTEER EXPERIENCE

- Member Of National Service Scheme [2020-2023].
- Completed volunteer tasks under Nehru Yuva Kendra, Jalandhar.
- Completed five tasks as a part of the #YoungWarrior movement activated by the Ministry of Youth Affairs and Sports, CBSE, YuWaah and UNICEF India.
- Completed ten tasks in the #YoungWarriorNXT program anchored by YuWaah & UNICEF India.

## **ACHIEVEMENTS**

- Got University Positions (twice) in Academics during graduation.
- Got 3rd Prize in “Best Out of Waste” conducted by Aristotle Society.
- Honored with “NSS Volunteer of the Year 2022” Award.

## **INTERESTS**

- Painting
- Photography

## **LANGUAGES KNOWN**

- English
- Hindi
- Punjabi