

Hardeep Kaur

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Hoshiarpur

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Address: Village Kaloya, Dist.

PROFESSIONAL SUMMARY

Motivated BCA graduate with strong programming and computer operation skills seeking an entry-level role in IT, clerical, or computer operations. Proficient in C, C++, Java, Python, PHP, and front-end web development (HTML, CSS, JavaScript, Bootstrap).

WORK EXPERIENCE

Mwalk, Thailand — DMC (3–4 months)

Travelling Sale Manager

- Assisted in daily administrative and clerical tasks.
- Managed data entry and maintained office records accurately.
- Prepared reports, documents, and spreadsheet using Ms Word & Excel.
- Handled emails and online coordination with internal teams.

EDUCATION

HARI PARKASH INSTITUTE OF MANAGEMENT AND TECHNOLOGY (PTU University)

Bachelor of Computer Applications (BCA)-8.6 CGPA

(2025)

GOVT GIRL SEN SEC SCHOOL AYIAPUR URMUR TANDA (PSEB BOARDS)

Senior Secondary (12th) -88%

(2023)

B.S.D SEN SEC SCHOOL KANDHALA JATTAN (PSEB BOARDS)

Senior Secondary (10th) – A+Grades

(2020)

TECHNICAL SKILLS

- **Programming Languages-** C, C++, Java, Python, PHP
- **Web Development-** HTML, CSS, JavaScript, Bootstrap
- **Computer Skills-** MS Office (Word, Excel, PowerPoint), Data Entry, Typing, File Management
- **Other Skills-** Problem-solving, Analytical Thinking, Quick Learner, Team Collaboration

ACADEMIC PROJECTS

Developed responsive websites using HTML, CSS, JavaScript, and Bootstrap.

Created small programming projects in C, C++, Java, and Python.

LANGUAGE

English – Professional proficiency

Hindi – Professional proficiency

Punjabi – Professional proficiency

CERTIFICATE

- **BASIC COMPUTER COUSES**
- **TALLY**

HOBBIES

Reading Books

Learning New Technology Skill

Cooking & Listening Music

DECLARATION

I hereby declared that the above information given by me is true to best of my Knowledge.

Date:

Place : Punjab

Signature
(Hardeep Kaur)

