## Resume

## BEANT KAUR

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Phone No.: 9530846000, 7814445330

Address: Balad Khurd, Bhawanigarh Sangrur(148026)

##  *CAREER* *OBJECTIVE*

Intend to be professionally trained by the respective organization and mainly gain as much of working experience so that I put my best efforts to take up organization’s success to extreme heights**,** where talent is expected and to utilize my skills and knowledge for maximum benefit of the organization.

## *EDUCATION* *CREDENTIALS*

*ACADEMIC QUALIFICATION*

* 10th From PSEB With 57% in 2008
* 12th From PSEB With 69.25% in 2010
* B.A From Punjabi Uni. Patiala With 56% in 2013
* M.A From Punjabi Uni. Patiala With 57% in 2015

*PROFESSIONAL QUALIFICATION*

* Diploma in Computer Application from Web Tech Institute in 2011.
* Master Diploma in Information Technology and Vocational Training Computer from Web Tech Institute in 2012.
* English Typing & Punjabi Typing Net speed is 40 wpm.
* Networking And Storage(PMKVY) Good knowledge of MS Office

## EXPERIENCE

* Office Administrator along with IT & Computer Fundamental, Networking and Storage Trainer under PMKVY in Shine Institute of Skill Development Bhawanigarh has been working since January 2017 to March 2020.

**TrainingExperience**

* Took the Training of Teacher in Karnal under Job Role: Field Technician - Networking and Storage Under PMKVY.

## PERSONALITY TRAITS

Self-motivated, Punctual, Committed to work, easily adaptable to any environment, Sincere in every aspect of life and believe in living life to its fullest.
Believe that hard work and discipline is key of success.

## PERSONAL DETAILS

 **Name** : BEANT KAUR

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| **Father's Name** | **:** | BALDEV SINGH |
| **Date of Birth** | **:** | 24,FEB.1992 |
| **Gender** | **:** | FEMALE |
| **Marital Status** | **:** | UNMARRIED |
| **Languages Known** | **:** | English ,Hindi ,Punjabi |

## DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

 **(BEANT KAUR)**