

RESUME

IRSHIT KAUR

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OBJECTIVE: I want to be top performer at my workplace

EDUCATIONAL QUALIFICATION:

Degree	Board/Uni.	Year Of Passing	Percentage
S.S.C.	C.B.S.E. Board	2018-19	80.00%
H.S.C.	C.B.S.E. Board	2020-21	75.00%
DCA (Diploma In Computer Application)	-	Running	-

COMPUTER KNOWLEDGE

- MS Office (MS Word, MS Excel, MS PowerPoint)
- Email and Internet

Professional skills

- Good at Communication
- Good in Accounting Skills
- Numerical Skills
- Planning and Organizational Skills
- Communication and Presentation Skills

PERSONAL PROFILE

Name : Irshit Kaur
Father's Name : Baljeet Singh
Date Of Birth : 31.01.2003
Marital Status : Unmarried
Gender : Female
Religion : Sikh
Nationality : Indian
Languages Known : English, Hindi, Punjabi
Hobbies : Art, Dance, Baking, Listening Songs, Book Reading, Travelling

DECLARATION

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

Date:

Place :

Irshit Kaur