**Gurleen Kaur**

* Contact no-+918264041228
* Email id- guriaryea@gmail.com|
* Address- Mehta Chowk Distt- Amritsar.

**OBJECTIVE**

To make sound position in the institution with my abilities and skills and to work warmly in team to achieve the goal with dedication and hard work.

**EDUCATION**

* Passed MSc (Computer science) from BUC College, Batala in 2020.
* Passed BCA from GNDU in 2018.
* Passed 12th from PSEB in 2015.

**EXPERIENCE**

* Worked at Touchstone Educational Institute, Batala, Punjab as a Librarian and Administrator from 2nd Nov 2020 to 10 May 2022.
* Presently working at Ixora Academy as an admission/visa counsellor, Batala, Punjab from 12 May2022 to till date.
* Total Experience- 3years and 8 months.

**SUMMARY**

* Assisted in providing Career counselling services to students and parents.
* Examined and evaluated the academic progress of students.
* Guide the students and their parents regarding student Visa services.
* Worked in Admin department, handle the roles and responsibilities of Academy.
* Handle Front-end effectively.
* Customer services.
* Manage accounts departments.

**STRENGHTS**

* Educational Guidance
* Familiar with Ms-Excel
* Good Communication skills
* Leadership Quality
* Able to work under pressure
* Positive attitude

**SOFT SKILLS**

* Verbal and written communication
* Professionalism
* Customer Services
* Decision maker

**PERSONAL DETAILS-**

Father’s Name- Mr Joginder pal singh

Mother’s Name- Mrs Kanta devi

DOB- 10-11-1998

Gender- Female

Nationality- Indian

Language- Punjabi, Hindi, English

Marital Status- Unmarried.