KAWALJEET KAUR

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**OBJECTIVE**

To work professionally with dedication and positive attitude assuring high standards where I can get enough of challenges so that I can grow intellectually and also which offers me a consistently positive atmosphere where I can learn from new challenges and where my acquired skills and education will be utilized towards continued growth and advancement.

**ACADEMICS**

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| --- | --- | --- |
| **Qualification** | **Year of Passing** | **Institution** |
| Matriculation (Central Board of Secondary Education) | 2011 | St. Soldier Divine Public School, Jalandhar |
| Senior Secondary (Punjab School Education Board) | 2013 | B.D. Arya Girls college, Jalandhar |
| Bachelor of Science in Non-Medical (Guru Nanak Dev University) | 2016 | Lyallpur Khalsa College, Jalandhar |

**WORK EXPERIENCE**

Designation: Education Counselor

Organization: Kangaroo Studies Pvt. Ltd., Location: Jalandhar.

October 2018 – Present

**ACHIEVEMENTS & EXTRA-CURRICULAR ACTIVITIES**

* Participated in 26 January Republic Day Camp (Delhi) 2015.
* Got the 1st position in shooting competitions 2015& 2016
* Attended NCC Airwing CAMPs
* Got "C" certificate in National Cadet Corps (NCC).
* Got the 2nd position in Science project.

**TECHNICAL SKILLS**

* MS-OFFICE
* MS-Power Point
* Basic programming knowledge in C++
* Web Surfing

**SOFT SKILLS**

* Self-directed, energetic, optimistic and proactive.
* Ability to work in a new and challenging environment.
* Attitude to share information and new knowledge.
* Willingness to learn new concepts, ideas.

**PERSONAL INFORMATION**

* Father’s Name: Manmohan singh
* Mother’s Name: Satwinder Kaur
* Nationality: Indian
* Date of Birth: 21st January 1996
* Gender: Female
* Address: H. No. 22, Punjabi Bagh Extension, Jalandhar, Pin: 144022, Punjab, India
* Languages: English, Hindi & Punjabi

**HOBBIES & INTERESTS**

* Shooting
* Travelling and exploring new places
* Drawing and painting
* Learning

**DECLARATION**

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

Kawaljeet kaur