

Resume

Simran Maggo

Mobile: 9815537493

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CAREER OBJECTIVE:

Aiming to achieve a challenging a successful career where I can make a significant contribution using my innovative ideas, knowledge, skill and experience with the objective of development & growth of the Organization.

PROFESSIONAL EXPERIENCE :

- Worked as a **COMPUTER TRAINER** In **GOLDEN INFOSYS COMPUTER INSTITUTE** From June 2019 to Till Date.
- Worked as a **FRONT OFFICE EXECUTIVE** In **DR. SUMITA SOFAT HOSPITAL** From Dec. 2018 to 25 June 2019.
- Worked as a **COMPUTER OPERATOR** In **MIDAS KNITS PVT. LTD.** From June 2018 to 15 Dec. 2018.

ACADEMIC QUALIFICATION:

Qualification	Board	Year Of Passing	Percentage
B.B.A	Punjab University_	2018	74%
10+2	Punjab School Education Board	2015	82%
10	Punjab School Education Board	2013	85%

TECHNICAL QUALIFICATION

Professional Diploma in Computer Application

OTHER QUALIFICATION:

Advance Diploma in Event Management

TECHNICAL SKILLS:

- Ms Word
- Ms Excel(Advance)
- Ms Power Point
- Corel Draw (Graphics Designing)
- Adobe Photoshop
- Tally ,E.R.P 9

STRENGTHS:

Good Communication Skills.

Ready to take responsibility.

Quick Learner and Good Interpersonal Skills.

Sincerity towards job and punctually.

Can work independently or as a part of a team.

EXTRA CURRICULAR:

Participated 3 years In NATIONAL SERVICES SCHEME (N.S.S) CAMP and every year got a prize for a Best Volunteer.

Participated In CONSUMER HUB SHOW and got a 3RD Prize.

PERSONAL INFORMATION:

NAME	Simran Maggo
Date Of Birth	August 26, 1997
Gender	Female
Marital Status	Single
Nationality	Indian
Address	Street No-2, B.K Estate, Tajpur road, Tibba road, Ludhiana
Language Known	English, Hindi, Punjabi

DECLARATION:

I hereby declared that the information furnished above is true to the best of my knowledge.

(Simran)