

Name: **GURVEEN KAUR**

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CAREER OBJECTIVE:

To be associated with a company where I could improve my knowledge & skills and contribute for the growth of the company.

SKILL SET:

- **Advanced Excel Course through Internshala Trainings**
- **Effective Business Communication Course offered by IIMBx**

ACADEMIC CREDENTIALS:

Qualification	School/College	Board/University	Marks	Year of Completion
BBA	Bharati Vidyapeeth Institute of Management and Resesarch	BVIMR, NEW DELHI	87.7%	2021
12 th	Guru Nanak Public School	CBSE (Science Stream)	77.4%	2018
10 th	Guru Nanak Public School	CBSE	9.6	2016

SOFT SKILLLS:

- Social skills
- Writing skills
- Listening skills
- Adaptable

Declaration- I hereby declare that the above mentioned information is true to the best of my knowledge

Date:

Signature: