GURVIR KAUR KLAIR

V.P.O Nussi, Jalandhar

gurvirklair04@gmail.com

9814729947

**DOB**

4

1996

/May/

***Objective***

My goal is to become associated with a company where I can utilize

my skills and gain further experience while enhancing the

company’s productivity and reputation.

***Education***

***Experience***

***Additional***

***Information***

Basic Knowledge of computer with MS Excel, Ms PowerPoint and

Tally

***Skills***

Self Motivated

Keen Learner

Punctual

Good Communication Skills

Confident Communicator

Hardworking

***Interests***

Listening Music

Surfing Internet

Driving

Traveling

Playing Badminton

***Language***

English , Punjabi , Hindi

***Reference***

**Signature:**

***St.Thomas School, Suranussi, Jalandhar***

Matric

 —

2013

 **CGPA**

**7.6**

***St.Thomas School, Suranussi, Jalandhar***

)

Commerce

10+2 (

 —

2015

**61**

**%**

***DAV College, Jalandhar***

Bachelor Of Business Management

2019

 —

**%**

**60**

***Lyallpur Khalsa College, Jalandhar***

ment

Post Graduation Diploma In Business Manage

 —

2020

**%**

**77.8**

**Consultants**

HR Executive

**July 2018 - February 2019**