



ABOUT ME

Harpreet Kaur

Home : VPO. Kahma , Tehsil: Nawanshahr, 144512, SBS Nagar, India

Email: kaurharpreet04541@gmail.com **Phone:** (+91) 8544920726

Date of birth: 03/01/2001 **Nationality:** Indian

I want to become a productive and successful leader in a stimulating and challenging environment that will provide me with numerous opportunities

WORK EXPERIENCE:-

Receptionist

at Punjab Cosmetology Clinic Nawanshahr

1 year experience as a Receptionist

at BB Overseas, Nawanshahr

6 month work experience as Telecaller.

at UK IELTS Immigration & Consultant

Worked as a receptionist from may 2022

Receptionist

at Vishwas International Nawanshahr

Worked as a receptionist/ telecaller 6 month.

Receptionist

Hidden Pearls Immigration & consultant Nawanshahr

(2023) 17 july to till now working as a receptionist.

EDUCATION AND TRAINING

Matriculation

I have done my 10th in 2015 with 70% from Punjab School Education Board

Senior Secondary

I did 12th in 2017 with 72% marks from Punjab School Education Board.

Diploma in Cosmetology

I have 1 year Diploma course from GNDU with 74% in 2019

Fundamental Course of Information Technology

From Red Cross Society(Regd.)

Address: 6 month course

LANGUAGE SKILLS

Mother tongue(s): Punjabi

Other language(s): Hindi, English

DIGITAL SKILLS

Microsoft Excel | Microsoft Office | Social Media

ORGANISATIONAL SKILLS

- I possess excellent verbal and written communication skills.
- Learning and problem solving skills.
- Team work and leadership skills.
- Managerial skills.
- Confident, positive attitude, standing ability to work hard

HOBBIES AND INTERESTS

Hobbies

- Reading books
- Travelling
- Listen to music

DECLARATION

I hereby declare that the particulars of the information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Thanks & Regards,
Harpreet Kaur.