

Navjot Kaur
D/O Bhinder Singh
Village Daudpur, Dist. Ludhiana, Tehsil Samrala, Punjab
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Education

- Bachelor of Arts (B.A)
Punjabi University (2013)
- 12th Grade
Punjab School Education Board (2010)
- 10TH Grade
Punjab School Education Board (2008)
- Basic Computer Course (2014)

Work Experience

- **Billing, TVs Showroom**
Punjab (2016)
 - Handle client.
 - Preparing bill, maintaining Client records, sending payments reminders and resolving the issue Invoice (bill) processing.
- **Co-ordinator, Global Makeovers**
Punjab (2017-2022), (2023-Till)
 - Handle client scheduling and coordination.
 - Assisted organization events and training sessions.
 - Maintained Smooth communication between teams and ensured efficient operations.
- **Assistant Executive, Workindia Company**
Bangalore (2022-2023)
 - Handle client scheduling.
 - Verify jobs and reposting.
 - Check the quality.

Skills

- Strong coordination and organization abilities.
- Effective communication and interpersonal skills.
- Experience in team management and events coordination.
- Adaptability to different work environments.
- As well as handle the computer works.

Languages

English, Punjabi, Hindi

Declaration

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the authenticity of the details mentioned.

Date:**Place:****Signature:**