



RESUME

RUPINDER KAUR

 9779567630

 Ludhiana, Punjab, 141116

 rupinderkaur91619@gmail.com

ABOUT ME

An organized and motivational Individual, eager to utilize time management and organizational skills across diverse settings. Seeking opportunities to enhance abilities while contributing to company growth.

EXPERIENCE

Jun 2023 - May 2024 **Personality Development Program Trainer**

English Canvas

- Effective Communication
- Spoken English
- Interview Preparation
- Interpersonal Skills
- Public Speaking
- Boosts Confidence

Jun 2024 - Current **Business Development Manager**

Safari Holidays

- Counselling
- B2B Meetings
- Managing Documentation
- Team Management

EDUCATION

2020 - 2023

Panjab University

Bachelor of Computer Application

Studied computer basics, programming, web design, and how technology works.

2019 - 2020

PSEB

Higher Secondary Education

Completed with subjects: Mathematics, Economics, and Elective English.

SKILLS

- Good Communication
- Guidance and Support Skills
- Travel and Immigration
- Organizational Skills
- Problem Solving
- Counselling Skills

LANGUAGES

- English
- Hindi
- Punjabi

DECLARATION

I hereby declare that the information provided is true and accurate to the best of your knowledge.

RUPINDER KAUR