

## CURRICULUM VITAE

### CAREER OBJECTIVE :

To precise a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge.

### EDUCATION :

10th from CBSE Board  
12th from CBSE Board  
Graduation from Panjab University

### TRAINING :

Accountancy and Auditing from Treasury office, Sec-17 Chd.

### TECHNICAL SKILLS :

MS Office (MS Paint, MS Word, MS Excel), Photoshop, Internet, Mailing.

### COURSE :

Documentation Assistant course under logistic sector,  
Basic computer knowledge

### EXPERIENCE :

8 months experience in Recruitment firm as MIS executive.  
1 year work experience in Immigration Deptt. as Counsellor .

### DECLARATION :

All the information written above are true and correct to the best of my knowledge.

## GEETA

### DETAILS

Mob.+91-7508754887  
email:  
kiratinder2826.gk@gmail.com  
Panchkula.

### STRENGTH

Insightful.  
High Motivated to learn & experience.  
Understand quickly.  
Time Management.  
Willingness to learn.  
Good communication skills.  
Analytics-Ability to collect & analyses information, solve problem & make decisions.

### HOBBIES

Listening Music.  
Gymming.  
Communicate with new people  
Shopping

### LANGUAGE :

English  
Hindi  
Punjabi

Read & Write

### Personal Details :

Husband's Name : Varinder Singh  
Date of Birth : 28.10.1992  
Marital Status : Married  
Gender : Female