**RESUME**

**Address**

**H. No. S-3/502,**

**I/s Katra Khazana,**

**Amritsar.**

**Mobile: 99886-93568**

**Email:bhawnagill786@yahoo.com**

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**BHAWNA**

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**CAREER OBJECTIVE**

* If me given a chance I will leave no stone unturned for the entire satisfaction of my superiors.

 Willing to do work with total dedication & commitment

**Education Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class**  | **Board/Univ.**  | **Marks Obtained**  | **%age** |
| 10th | P.S.E.B.  | 564/850 | 65% |
| +2 (Commerce) | P.S.E.B. | 291/450 | 65% |
| BCA  | Hindu College  | 1559/2500 | 63% |
| B.Ed | Khalsa College of education  | 702/1000 | 70% |

**Experience**

* Two year experience in medicine market as a computer operator & telle calling with billing in Marg, Relog & Gulati Software
* Two year experience of typing in English & Punjabi at Nand Lal & Son Shop, Amritsar
* One year experience as a MR in Apple Biotech Company with data handling
* Six month experience of typing in Punjabi & English in District Court Amritsar.
* 11 months experience of Byjus in Business Development Executive

**Computer Knowledge**

* Basic knowledge of Computer with MS word, Excel, PowerPoint
* Knowledge of Typing in English, Punjabi
* Internet Surfing

**Strengths**

* Respect team work, Honest, Hardworking.

**Personal Profile**

* Father's Name : Sh. Dev Raj
* Date of Birth : 15th May, 1992
* Marital Status : Single
* Nationality : Indian
* Linguistic Abilities : English, Hindi & Punjabi
* Sex : Female
* Hobbies : Listening Music

***Date :\_\_\_\_\_\_\_ Signature***

***Place : \_\_\_\_\_\_***