**RESUME**

Name : Simran Kaur

Address: 130 Kilokari, Jungpura

New Delhi-14.

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Phone no. :+91- 7042271480

**CAREER OBJECTIVE**

A position in a result-oriented company that seeks an ambitious and career-conscious person, where acquired skills and education will be utilised towards continued growth and advancement.

**PROFESSIONAL POTENTIALS**

* Multitasking abilities with ingenuity and innovation.
* Good communication as well as interpersonal skills.
* Very good knowledge and can easily work on MS-Word, Powerpoint, excel etc.
* Additional knowledge of Photoshop.
* Detail oriented and ability to handle multiple tasks.

**ACADEMIC CREDENTIALS**

* B.Com Graduate From Bharati Collage, Delhi University, New Delhi.
* Office Management From Y.M.C.A, Connaught Place, New Delhi.
* B1(Advance level) French Language From Alliance Francaise, Lodhi Road, New Delhi.
* 12th  From CBSE Board , Guru Harkrishan Public School, New Delhi.
* 10th From CBSE Board , Guru Gobind Singh Public School, New Delhi.

**WORK EXPERIENCE**

* Have a Teaching experience in a private institution, where I was giving services from last 7 years as an Maths, English and French Teacher.
* Working in HT Media, Fever104 Radio fm, as a Translator and Script Editor(From:-June 2015- till date).

**PERSONAL DETAIL**

Name : Simran Kaur

Husband’s Name : S. Inderpal Singh

Date Of Birth : 21-06-1991

Marital Status : Married

Language Known : English,French,Hindi,Punjabi

Hobby : Reading, Internet Surfing.

**Date:**

**( SIMRAN KAUR )**