CURRICULUM VITAE

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| CAREER OBJECTIVES: |

* **To enhance my knowledge, both practical and technical, in all spheres of action.**
* **To implement my upgraded knowledge to reach at the top and utilize my knowledge for the growth of the company.**

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| KEY SKILLS |

* **Fluency in both verbal and written communication with English, Hindi and Punjabi can be observed.**
* **Positive Attitude & Sincere towards duty.**
* **Time Management & Multitasking**
* **Ability to work under pressure and meet severe deadlines.**
* **Ability to perform duties efficiently and to establish priorities.**

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| WORK EXPERIENCE |

***As a teacher in private coaching institute***

* **Taught children up to 12th standard**

***As a Freelancer (For last 6 years)***

* **Data Entry, Proof Reading & Translation, Transcription job online**
* **Expertise in English to Punjabi & Vice versa, English to Hindi & Vice Versa**
* **Output 3000 – 5000 words (daily)**
* **Availability 10 – 12 hours (daily) 15 – 18 hours (weekend)**

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| ACADEMIC QUALIFICATION: |

* **B. Sc. Economic Honors’ from GNDU and passed with distinction**
* **12th from Central Board of Secondary Education (CBSE) and scored 90+ percentile**
* **10th from Central Board of Secondary Education (CBSE) and scored CGPA 10**
* **Got scholarship from CBSE board in 12th standard**
* **Never missed a star pupil trophy at school.**

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| COMPUTER SKILLS |

* **Advanced and complete knowledge of MS – office (Expertise in Excel and PowerPoint)**

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| EXTRA CURRICULAR ACTIVITIES |

* **Won many prizes in declamation and debate contests.**
* **Played badminton matches up to School level.**
* **Volunteer work and community service**
* **Active participation in cultural clubs**

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| PERSONAL INFORMATION |

**Name: Simran Sachdeva**

**Father’s Name: S. Gurpreet Singh**

**Date of Birth: March 14, 1997**

**Nationality: Indian**

**Gender: Female**

**Languages Known: English, Hindi, and Punjabi**

**Marital Status: Unmarried**

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| DECLARATION |

**I hereby declare that the information furnished above is true to the best of my knowledge.**

**Name: Simran Sachdeva**

**Date: 24 Sep, 2020**

**Place: Amritsar (Punjab)**

**(SIMRAN SACHDEVA)**