**OBJECTIVE**- Accurate, thorough, and persistent individual seeking a position with challenging work objectives. Exceptional communication and problem-solving skills to bring a positive change to any working environment.

***KEY QUALIFICATIONS*** *• Graduated from Punjabi University Patiala, Punjab, India in Bachelor of* Commerce with 60 percent of marks

• Proven ability to handle multiple, competing priorities in an effective manner

• Thorough knowledge of written English; grammar, spelling, vocabulary, and punctuation

**SPECIAL SKILLS**

**- Team-work** - Fast touch-typing

**- Customer Service –** fluent in English and Punjabi , additional Hindi

* Training and development
* Troubleshooting, problem-solving, a critical thinking
* Inventory management & optimization
* Continuous improvement
* Customer-focused and service oriented
* MS Word, MS Excel, and Power Point

**TECHNICAL EXPERTISE** - Computer: Spreadsheet, word processing, database management, typing speed 25 WPM - MS Office: Word, Excel, and PowerPoint

• Prepare, record, check over and proofread correspondence, invoices, presentations, brochures, publications, reports, and relevant material

• Record and prepare minutes of meetings

• Organize travel schedules and book reservation.

**EDUCATION** – Bachelor of Commerce (Punjabi university Patiala , Punjab India) 2020