

## CURRICULUM VITAE

### RAMANPREET KAUR

Flat no-308 Km trading near lulu market,ajman

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### ABOUT ME

Energetic employee with strong communication and organization skills. Committed to seeking solutions to any problems and applying extensive analytical knowledge to findings. Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion.

### EDUCATION QUALIFICATION

- **Bachelor of Arts** from Guru Nanak Dev University in 2021.
- **10+2** from Ajit Vidyalay Sr. Secondary School in 2017.
- **10<sup>th</sup>** from Guru Nanak Nirankari Public School in 2015.

### SOFTWARE SKILLS

- Microsoft Word, Microsoft Excel , Microsoft PowerPoint
- Internet applications, Operating System

### WORK EXPERIENCE

- **Company : Oriental Education Consultant, Amritsar**  
**Position : IELTS Councillor / Trainer**  
**Duration : Nov 2021 – Nov 2022**  
**Job Responsibilities :-**
  - Designing and delivering effective IELTS training programs.
  - Assessing students abilities and tailoring lessons accordingly.
  - Conducting regular IELTS practice tests and assessments.
  - Ability to motivate and inspire students.
- **Company : KOCHAR TECH, AMRITSAR**  
**Position : CSE - OPERATIONS**  
**Duration : NOV 2022 - AUG 2023**  
**Job Responsibilities :-**
  - Excellent interpretation and written and oral communication skills.
  - Resolving customer complaints and providing solutions and channelling them to the resolution team.
  - Analyzing and reporting customer data to devise new strategies or update the existing ones.
  - Informing the customers about updates, deals. offers, promotions, policies and keep sales in motions.

● **Company : SPN RENEWABLE ENERGIES PVT.LTD., AMRITSAR**

**Position : SALES EXECUTIVE**

**Duration : AUG 2023 – JUNE 2024**

**Job Responsibilities :-**

- Bring in new clients for our organisation while retaining the existing ones and act as a key point of contact for the clients.
- Carrying on the sales process using the particular sales software.
- Handling and resolving client queries and complaints.
- Preparing and drafting proposal and quotes.

**LANGUAGES KNOWN**

- English
- Punjabi
- Hindi

**SKILLS**

- Maintain company standard operating policies and procedures.
- Good communication skills.
- Team work.
- Initiative.
- Problem Solving.
- Quick learner and self-motivation.

**PERSONAL DETAILS**

**Name** : Ramanpreet Kaur

**Father's Name** : Mr. Kulwinder Singh

**Date of Birth** : 20/02/1999

**Gender** : Female

**Nationality** : Indian

**Marital Status** : Unmarried

**Passport No.** : X4738290

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief

**Ramanpreet Kaur**