

Summary

I am a punctual and motivated. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleague. Excellent communication skills, well organized.

Education

PSEB 2003 - 2004
Matriculation
80%

PSEB 2005 - 2006
Intermediate
85%

GNDU 2009 - 2011
Bachelor Of Arts
80%




Nexus Computer Education 2012 - 2013
Tally Erp9
85%

Nexus Computer Education October 2013 -
December 2013
Basic Of Accountancy
75%

Jagriti Computer Education 2014 - 2015
ADCA Diploma
90%



Jasvir Kaur

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Skills

Ms office Tools-Ms office (word, excel, powepoint)
I'm self motivated, well organized, excellent communication skills.

Languages

English, Hindi, Punjabi

Interest

Traveling, cooking & cleaning

Others

Date of Birth: 04/01/1992
Marital status: Married
Nationality: indian
Passport No: T3073648
Date of expiry: 12/05/2029
Visa status: Visit visa



Experience

Jmc Company

2017 - 2018

Accountant

- Enter data into databases accurately and efficiently.
 - Verify accuracy of data entered into databases.
 - Create and maintain data entry forms.
- Update existing records with new data.

Easyday Supermarket

2019 - 2020

Cashier

Provides a positive customer experience with fair, friendly, and courteous service.

- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Bags purchases if needed.

Processes return transactions.

Shivalik Convent School

2021 - 2022

Bus Attendent

Cleanliness.

Safety Rules.

CPR.

Emergency Situations.

Seat Belts.

Incident Reports.

Safety Regulations.

Safety Procedures.

Financial Market Dubai

July 2023 - November

Broker

2023

Sales executive, telecalling.