



SIMRANPREET KAUR

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Address: Dubai, United Arab Emirates

Career Objective:

Highly motivated receptionist with 4 years experience in busy front desk roles. Looking to take on new challenges that enable my calm and focused approach to shine.

Experience:

Worked as Front desk officier at Curve Plus Institute from 2019 to july 2023.

Educational Qualification:

- Completed B.A.LL.B (INTEGRATED COURSE) 5 YEARS From Punjab University ,Chandigarh ,Punjab ,INDIA.{2018-23}
- Completed Pre University Skill Programme from CT University, Ludhiana , Punjab.{ April2018- july 2018}
- Completed Tally (6 month) from Future Vision Educational Institute , Moga ,Punjab.{ jan 2019-july2019}.
- Completed SSC from National Convent School, Moga. {2018}.

Professional Skills:

- Have an excellent communication skill to deliver the subjects in an easy and effective way.
- Knowledge in utilizing all the modern aids such as computers , internet surfing, online , power point presentations, etc.

- Have a strong desire to work with team.

Hobbies:

- Reading books,
- Listening to music.

Personal Details:

- Date of Birth : 09 may 2000
- Gender : Female
- Nationality : Indian
- Language Known : English, Hindi, Punjabi

Declaration: I hereby declare that all the above information is true and best to my knowledge.

SIMRANPREET KAUR