

MANJIT KAUR



OBJECTIVE

Adaptable professional with quick learning ability and talent to adjusting to new environment. Aim to be associated with progressive organization which offer an excellent atmosphere and valuable knowledge for the development and growth of organization.

REFERENCES :

Available upon request.

ADDRESS :

Old Abdul Aziz Building, Block-B,
Al Nahda Sharjah

PHONE :

0525894229,0568159809

EMAIL :

**kaurmanjit22071995@
gmail.com**

**Yes, I have UAE
residence visa**

EXPERIENCE

- One year experience as data operator (From 2017 to 2018)
- Five-year experience as **CSE** (Citizens services executive) in **TCS** (Tata consultancy services) company (project of passport Sewa Kender Jalandhar) from August 2018 to December 2023

DUTIES

- Process the pre verification of citizen documents
- Enter all the hard copy data in systematic process through operation system
- Collect cash during process as per roll as cashier
- Provide leadership, insight and mentoring to newly hired employees to supply knowledge of various company programs
- Resolved customer inquiries and complaints requiring for management
- Reviewed completed work to verify consistency, quality and conformation.

EDUCATION

- Bachelor of Arts from Guru Nanak Dev University Amritsar
- MBA from Punjab technical university (specialization in finance and Human Resources Management)

SKILLS

- Computer knowledge (Word , Excel etc.)
- Data processing
- Strong work ethic
- Leadership

HOBBIES

- Listening to music
- Interact with people