**CURRICULUM VITAE**

**MANPREET**

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**CAREER OBJECTIVE**

* Want to achieve an optimum level of satisfaction by using my skills to best of my abilities.

**ACADEMIC QUALIFICATION**

* Done **B.A** (pass) from **Delhi University** in 2001.
* Passed senior **secondary examination** in 1997 from C.B.S.E.
* Passed **secondary examination** in 1995 from C.B,S,E.

**CO – CURRICULAR QUALIFICATIONS**

* Have done **SANGEET PRABHAKAR** from **PRAYAG SANGEET SAMITI**, Allahabad University.
* Have done **SENIOR DIPLOMA** in Music from **PRAYAG SANGEET SAMITI**, Allahabad University.
* Have got certification in **FOLK DANCES** from **BMP FILMS AND INSTT**.
* Have got certification from **YOUNG** **MEN AND BAL DRAMATICS CLUB** as a Child Artist.

**SKILLS**

* Adaptable nature
* Proficiency in drafting e-mails and business letters
* A quick learner.
* Proficiency in building good inter personal skills
* Hard working
* Proficiency in delegating duties within the staff members as per management s instructions.
* Proficiency in negotiating with vendors.
* Positive attitude

**ACHIEVEMENTS**

* Have planned and handled many **events** independently.
* Have built good reputations with all employers.

**WORK EXPERIENCE**

* Working as event and activity planner from July 2010 till date.
* Have worked with **RUKMINI DEVI PUBLIC SCHOOL** Pitam Pura as Activity Incharge from July 2009 till July 2010.
* Have worked with **GURU TEGH BAHADUR**, 3RD CENTARY SCHOOL, Mansarover Garden from July 2008 till May 2009 as admission counsellor.
* Worked with **Aegis** in collection process from April 2007 till May 2008.
* Worked with **KEANE WORLZEN** ,Gurgaon as executive from Feb.2006 till MARCH 2007.

**PERSONAL PROFILE**

Date of birth 4th july 1980

Marital status Single

Hobbies Interacting with the people of different fields, reading books and internet surfing.

Languages known English, Hindi and Punjabi

Computer knowledge Ms windows – 97 to 2001, \ Ms excel, PowerPoint Comp. typing speed – 40 wpm.

( **MANPREET)**

Date:

Place: New Delhi