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**GURPREET**

Email: gurpeet.286563@2freemail.com

**OBJECTIVE:**

* To achieve personal growth in whichever field I work and to accept challenging opportunities, which could reveal my inner talent and help me emerge competent and satisfy my urge to learn more.

**BASIC QUALIFICATION**

* 10th Passed from P.S.E.B.
* +2 Passed from P.S.E.B.

**PROFESIONAL QUALIFICATION**

* Tally from IACT-Hoshiarpur.(PB)
* Windows MS-Office and Surfing Internet.
* Data entry operator.
* Basic computer applications.
* Typist.

**EXPERIENCE**

* Computer Operator in Unique Commercial College- Hoshiarpur(PB) - **1 year**.
* Receptionist and Computer Operator in CCH Hospital Hoshiarpur (PB)- **6 Months**
* Consulting Companies and Collegeswith daily reports, Different types of Bills, Man Power List, Other Data entries etc.

**PERSONAL PROFILE**

 Date of Birth : 06/02/1996

 Sex : Female

 Marital Status : Single

 Language Known : English, Hindi&Punjabi

 Nationality : Indian

 Visa Status : Visit Visa

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 I assure you to prove myself as excellent work and come up to the expectations of my superiors with my overall experience.

Place:

Date: