

RESUME

MANPREET SINGH

Village Pathrala
District Bathinda
Current address. Pathrala
Mobile 7009889479
Email ms40234@gmail.com

CAREER OBJECTIVE

To work in an organization with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresher to grow while fulfilling organizational goals.

PROFESSIONAL QUALIFICATION.

Graduate in Arts – (B.A)

Post Graduation Diploma In Computer Application - (PGDCA)

Masters In Arts - (MA, Punjabi)

B.Ed. (SST PUNJABI)

UGC NET PASSED IN PUNJABI.

STRENGTH :

Responsible, disciplined, hardworking and self – confidence

Team player, Positive Attitude

Ability to change myself according to environment

Basic knowledge of computer usage

ACHIEVEMENTS AND EXTRA – CURRICULAR ACTIVITIES

Participated in cultural activities.

Participated in Skills Workshop.

HOBBIES

Internet Surfing

Books Reading

Travelling

SKILLS :

Office productivity software

Computer Basic :

MS word

MS Excel

MS PowerPoint

PROFESSIONAL SKILLS :

Ability to manage multiple tasks in a pressured environment.

Versatile and able to adopt within a high – pressured environment.

LANGUAGES KNOWN

English, Hindi and Punjabi.

PERSONAL DETAIL :

Name

Manpreet Singh

Date Of Birth	5-4-1992
Fathers's Name	Hanbans Singh
Marital Status	Unmarried
Nationality	Indian
Gender	Male
Permanent Address	Village - Pathrala, Near-Dabwali ,Distt. Bathinda,

DECLARATION

I hereby declare that the above - mentioned information is correct up to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Name : Manpreet Singh

Date.....

Place.....