**Resume**

**Davinder Kaur**

**address,**

**Ludhiana, Punjab.**

**Cell No.: 00000-00000**

**Email ID:** **example@gmail.com**

**Objective**

To grow in the IT sector by working in an organization that provides open and conductive environment and challenging job opportunities.

**Academic Education**

**Qualification Board/University Percentage**

B.sc. IT 3rd Year PTU Pursuing

B.sc.IT 2nd Year PTU 80%

B.sc. IT 1st Year PTU 78%

10+2 (Non-Medical) P.S.E.B. 62%

Metric P.S.E.B. 74%

**Technical Knowledge**

* Fundamentals, MS-Office
* Operating Systems: MS-DOS, Window XP
* Multimedia Software: Corel Draw, Adobe Photoshop, Page Maker.
* Accounts: Tally, Manual Accounting
* Programming Languages: C, C++, Visual Basic
* SQL Server, Web Designing, HTML, DHTML

**Special Skills & Interest**

* Good with Corel Draw and Adobe Photoshop.
* Can create attractive posters using graphic software.
* Good with Microsoft Word, Excel and Power Point.
* Able to follow written instructions.
* Can do internet research using MS Explorer and Fire Fox.
* I love to do pencil sketching.

**High School Awards and Honors**

* Best Student 2007
* House Captain 2006
* Middle School Academic Honor Roll: 2005
* Best Speaker 2006 at Zonal Level.

**Work Experience**

* One year experience in school administration. I have worked as a Computer Operator in Sri Guru Hargobind Sr. Sec. Public School, Thakkarwal since 1st Sept. 2010 to 1st Sept. 2011.
* I have worked at CMS Pvt. Ltd. Company for 3 months as a Data Entry Operator.
* Currently, I am working as a Tutor in V-Tech Computer Education Centre.

**Goals**

Planning to study Animation as a major from recognized institute/centre.

**Personal Information**

Name: Davinder Kaur

Father’s Name: S. Preet Mohinder Singh

Date of Birth: Nov. 28, 1991

Nationality: Indian

Gender: Female

Languages Known: English, Hindi and Punjabi.

Marital Status: Single

Date:

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)