

# **CURRICULUM VITAE**

**MANVEER KAUR w/o S. BAHADAR SINGH**

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## **Professional Background and Career Objective:**

My aim as an employee would be to contribute in the company's progress and advancement in terms of increasing the overall annual turnover and thus increase the monetary gain of the company. This can be achieved by working in favour of the company by putting your whole heart and soul into the company's business.

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## **Attitude:**

Positive Attitude is the best part of my personality. Positively aggressive, brilliant interaction all over and long lasting relationships are my assets. Honesty and loyalty, I have learnt from the relationships I am grown up with. Experience taught me, how to work professionally. Finally, dedication towards work is inborn.

## **Career History**

**Working in Sub Divisional Hospital Malerkotla as a Computer Operator  
from 05.08.2016 to 25.02.2021**

## **Technical Knowledge:**

- ✓ Aware about Computer Office Automation.
- ✓ Good user of Internet surfing.
- ✓ Good command in typing.

## **Educational Qualification:**

2018	Post Graduate Diploma in Computer Application from Punjabi University Patiala.
2015	One year Diploma in Computer Applications from Skytech Education Pvt. Ltd.
2014	Bachelor of Arts from Punjabi University Patiala.
2009	Intermediate in Humanities from Punjab Education Board Mohali.
2007	Matriculation from Punjab Education Board Mohali.

**Job Description:**

- ✓ Handling official data of Hospital.
- ✓ Attending Outpatient Department.
- ✓ Head of Death/Birth Certification Department.
- ✓ Handling computer counter tasks of the organisation.
- ✓ Handling Online Medical Legal Reports and Post Mortem Reports of Emergency Department.
- ✓ Handling Medical Reimbursement Medical Bills.

**Other Activities & Interests:**

- ✓ Listening Music & Travelling .

**Personal Information:**

Husband's Name : S. Bahadar Singh

Date of Birth : 04<sup>th</sup> July, 1991

Marital Status : Married

Visa Status : 28-February-2021 to 28-May-2021

**Declaration:**

I hereby declare that above mentioned information is true and correct to the best of my knowledge and belief.

**Manveer Kaur**

Sign:\_\_\_\_\_

Date:\_\_\_\_\_