

R E S U M E

SURLEEN PALVI

**R/o Ward No-1 B.S Enclave , Khanna Road, Amloh
Tehsil Amloh, District Fatehgarh Sahib
(Punjab) INDIA, Pincode - 147203**

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CAREER OBJECTIVE

To acquire a challenging career with a solid company/institute/organization utilizing the opportunity to offer proven and developing skills within the company/institute/organization. Seeking a position with any company/institute/organization where I can utilize my well honed organizational and planning skills in an environment conducive to mutual growth and development.

ACADEMIC QUALIFICATION

Class	School/ College	Board/ University	%age
10 th	Guru Arjan Dev Sr. Sec. School Assandh (Karnal)	Board of School Education Haryana	53 %
10+2	Guru Arjan Dev Sr. Sec. School Assandh (Karnal)	Board of School Education Haryana	69 %

PROFESSIONAL QUALIFICATION

Class	College	Board/ University	%age
B.A.	JCMM Assandh (Karnal)	K.U.K.	64 %
PGDCA	Desh Bhagat University	Desh Bhagat University	79 %
B.Ed.	Desh Bhagat University	Desh Bhagat University	79 %
M.Sc (IT)	Desh Bhagat University	Desh Bhagat University	80 %
M.A Punjabi	Desh Bhagat University	Desh Bhagat University	70%
M.Ed	Desh Bhagat University	Desh Bhagat University	Pursing
Ielts	GT (BC)		5.5 OA

OTHER QUALIFICATION

- Microsoft office specialist for office word 2010.
- 3 months course in English Pd and IT from b-able.
- 2 months course in food processing (cooks) from desh bhagat institute of hotel managment & catering technology, mandi gobindgarh

EXPERIENCE

- **3 Year experience as a PA to PRO-VC at Desh Bhagat University. (2016 to 2018)**
- **At present working with Indus edu train as a computer teacher at Govt.Sen.Sec. School Khanna.**

CO-CURRICULAR ACTIVITIES

- Got 1st prize in orchestra haryanvi at arya adarsh girls college zonal youth festival karnal zone. (Awarded by Dr. Apj. Abdul kalam)
- Got 2nd prize in folk instrumental solo (benjo) at arya adarsh girls college zonal youth festival karnal zone.
- Got 2nd prize in indian orchestra at arya adarsh girls college zonal youth festival karnal zone.
- Got 2nd prize in haryanvi dance (group) at arya adarsh girls college zonal youth festival karnal zone.
- Got 1st prize in solo dance at arya adarsh girls college zonal youth festival karnal zone.

TALENT & ABILITY

- I am person of dynamic nature of hard working; I love to do things with my ambition is to be a part in every step of growth and prosperity of the organic in turn is my growth and prosperity.
- If you give me a chance, I assure you that I will perform my duties we and to the entire satisfaction of my superior.

HOBBIES

- Reading, Teaching
- Listening Songs, Music

STRENGTHS

- Leadership quality,
- Ready to face challenges
- Adaptive to changes
- Optimistic outlook and approach.

PERSONAL DETAILS

Father's Name	:	S. Lakhbir Singh
Mother's Name	:	Smt. Rupinder Kaur
Husband's Name	:	S. Manpreet Singh
D.O.B.	:	18 th July 1992
Marital Status	:	Married
Nationality	:	Indian
Gender	:	Female
Language Known	:	Punjabi, Hindi & English

DECLARATION

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

(Surleen Palvi)