

PREETI KUMARI



About Me



02 Years Experience



November 29 , 1997



Ludhiana punjab



+91 8360828925

Preetvats652@gmail.com

Data Entry and Sales Executive



Education

Bachelor of Commerce

Panjab University , Chandigarh

Graduated, June 2017

Marks 62%

Division 1

Masters of Commerce

Panjab University , Chandigarh

Graduated, June 2022

Marks 64%

Division 1

10+2

S.G.D Grammar Sen. Sec. School

Ludhiana , Punjab

Graduated, March 2014

Marks 87%

Division 1



Professional Qualifications and Affiliations

- Bachelor of Commerce (B.Com)
- Masters of Commerce (M.com)
- Computer Knowledge
- Data operating



Career Highlights

- 01 Year Working Experience with C.A Vinita Singla as Assistant
- Customer Service and Data Entry Experience
- 2.5 Year Working Experience as Sales Executive in Forwarding Company
- Communication Skills and Data Management



Skills

- Customer Services
- Fax / Copy Machine Operation
- Process Improvement
- Document Management
- Data Entry



Work Experience

June 2018 – 2019

C.A Assistant / Assistant Accounts

C.A Vinita Singla

Agar Nagar , Ludhiana

April 2020 – Current

Sales Executive

Today Global Forwarding (INDIA)

Ludhiana , Punjab



Computer Proficiency

- Word
- Excel
- Power Point
- Internet



Languages

- English
- Hindi
- Punjabi



Personal Interests

- Listening Music
- Internet Surfing
- Reading Books
- Observing People
- Gardening



Personal Details

Father's Name: Mr. Om parkash Singh

Birthday: November 29, 1997

Gender: Female

Marital Status: Single

Nationality: Indian

Declaration

I, Preeti Kumari, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Preeti Kumari

Preeti Kumari



Ludhiana , Punjab
May 15 , 2022