# RESUME

**E-mail ID : sarabjitkaur80.sk@gmail.com**

# Mob. : +91-8146853555

## SARBJIT KAUR

**CARRIER OBJECTIVE**

**Seeking for the environment to achieve organizational goals through continuous**

**learning and through hard work & dedication. To work with an organization where**

**I can give best of my knowledge to prove my mettle. To become an asset to the**

**organization and make myself better with every step of life.**

# PERSONAL DETAILS

* **Name : Sarbjit Kaur**
* **Date of Birth : 27th Aug., 1980**
* **Marital Status : Married**
* **Husband’s Name : S. Parminder Singh**
* **Address : H.No.191 Vivekanand Park Colony,**

**Nanadanpur Road, Maqsudan**

**Jalandhar City-144008 (Pb.)**

* **Contact no. : 08146853555 (Mb.)**
* **E-mail ID : sarabjitkaur80.sk@gmail.com**

# QUALIFICATION

|  |  |  |
| --- | --- | --- |
| **Examination** | **Board/University** | **Year of Passing** |
| **B.Ed** | **P.U.** | **2012** |
| **CTET (Paper-I)** | **C.B.S.E.** | **2012** |
| **PSTET (Paper-I)** | **P.S.E.B.** | **2013** |
| **M.A.(Punjabi)** | **G.N.D.U.** | **2003** |
| **B.A.** | **G.N.D.U.** | **2000** |
| **10+2** | **P.S.E.B.** | **1997** |
| **Matric** | **P.S.E.B.** | **1995** |

# COMPUTER PROFICIENCY

### SOFTWARE

**Ms-Windows, Ms-Dos, Ms-Office (Ms-Word, Excel, Power Point, Access), Internet, E-mail & AutoCAD.**

##### AREA OF INTEREST

**Reading Books , Listening Music, Meeting New People.**

##### LANGUAGES KNOWN

**English, Hindi, Punjabi**

##### EXPERIENCE

* **Worked as Teacher & Administration Head in Vikas Modern High School, Phillaur from May 2000 to March 2010.**
* **Worked As H.O.D. Punjabi in Lawrence International School, Jalandhar, From Sep. 2012 to March 2015.**

# PERSONAL STRENGTHS

* **Hard Work**
* **Good Communication Skills**
* **Calm**
* **Extrovert**

###### Date:

**Place: Jalandhar (SARBJIT KAUR)**