Manpreet Kaur

3154 Pinemeadow Drive, Burlington, Burlington, Ontario L7M 2Z9 CANADA
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Professional Summary

- Motivated college student, currently enrolled and seeking an opportunity to apply skills in database management, spreadsheet, and other computer applications to meet challenging work assignments and support the management team. Excellent at communicating, writing, and editing. Keen attention to detail and focused on meeting deadlines.

Skills

- Multitasking
- Data management
- Project management
- managing and organizing tasks

Experience

Education

DAV College for Girls *Garhshankar, Punjab, India*
Bachelor of Arts: *Bachelor of Arts, Business Management* *May 2019*
I Have done my graduation from India from DAV College for girls, Garhshankar, punjab (India). now i am doing the post graduate diploma in business Management course from Canadore College, North bay.