

LEBENS LAUF

PERSÖNLICHE ANGABEN

Name	Manjeet KAUR
Anschrift	Simbal Jhalian, 140108 Ropar, India
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BERUFSERFAHRUNG

11/2023 – jetzt	Assistant Managerin Harnoor Family Boutique Center Ropar
08/2021 – 11/2023	Verwaltungsassistentin Surinder Pal Singh & Co. Tapal Majra Ropar
07/2020 – 06/2021	Datenanalyst Dhanalakshya Nidhi Limited Branch Ropar

HOCHSCHULBILDUNG

05/2018 – 04/2020	Master of Business Administration GGs College of Modern Technology Kharar
05/2015 – 04/2018	Bachelor of Arts Government College Ropar

FÄHIGKEITEN

Strategisches Denken, Verhandlungsgeschick, Problemlösend, Projektmanagement, Organisationstalent, Teamführung

EDV KENNTNISSE

Accounts Tally	Fortgeschritten
MS Office	Fortgeschritten
Informatik	Grundkenntnisse

SPRACHEN

Deutsch	Grundkenntnisse
Englisch	Grundkenntnisse
Punjabi, Hindi	Muttersprachen

INTERESSEN

Mode entwickeln, Nähen, Kochen, Musik hören, Babysitten, Deutsch lernen, spazieren gehen, mein Garten pflegen

CURRICULUM VITAE

PERSONAL DETAILS

Name	Manjeet Kaur
Address	Simbal Jhalian, 140108 Ropar, India
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Telephone	+91 62836 674677



WORK EXPERIENCE

11/2023 – present	Assistant Manager Harnoor Family Boutique Center Ropar
08/2021 – 11/2023	Administrative Assistant Surinder Pal Singh & Co. Tapal Majra Ropar
07/2020 – 06/2021	Data Analyst Dhanalakshya Nidhi Limited Ropar branch

QUALIFICATION

05/2018 – 04/2020	Master of Business Administration GGS College of Modern Technology Kharar
05/2015 – 04/2018	Bachelor of Arts Government College Ropar

SKILLS

Strategic thinking, negotiation skills and problem solving.
Project management, organisational skills and team leadership.

COMPUTER KNOWLEDGE

Accounts Tally	Advanced
MS Office	Advanced
IT	Basic knowledge

LANGUAGES

German	Intermediate
Englisch	Intermediate
Punjabi, Hindi	native

INTERESTS

Fashion designing, sewing, cooking and listening music.
Learning German, babysitting, going for walks and gardening