**RESUME**

Name: BALJIT KAUR  
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**Objective**  
  
To be employed in an organization, which provides me opportunities to enhance my career growth&maintaining a steep learning curve throughout my career.

**Academic Background**

MCA from IGNOU-Ahmedabad 2009 with 60% Marks

B.C.A from IGNOU-Ahmedabad 2007 65% Marks

H.S.C from G.H.S.E.B- (Science Stream)- Ahmedabad 2001 with 58.46% Marks

S.S.C from G.B.S.C-Ahmedabad 1999 with 85.71% Marks  
  
**Additional Qualification**  
(a) Persuaded a Diploma in Computer hardware & Networking (2001 to 2003) with grade A performance  
(b) Taken International English Language Testing System (Academic 2007)  
Overall Band Score-6.5  
  
**Work Experience**

Worked as Team Leaders position (June 2003 to July 2005)- At Zenith PC World- Ahmedabad

1. Oversee and motivate the Team
2. Providing knowledge of product to Customers
3. Process Invoices/Bills per month
4. Conduct Month End Reviews and payment follow ups
5. Helping my Manager in Inventory count
6. Maintain inventory books

Worked as Tuition Teacher) July 2005 to April 2007)

1. Tutored students of all grades between KG class to 8th class of both English Medium school&Hindi Medium and. Patiently assisted students in their homework and prepared them well for all of their tests through-out the year.
2. Helped students’ progress in their class.
3. Freelance translator for various agencies/individual clients since last 3+ years. Most of their tasks were general and academic domain translation work from English to Gujarati.

**Languages Known**

English – Read, Write, Speak

Gujarati – Read, Write, Speak

Hindi – Read, Write, Speak

Punjabi – Read, Speak  
  
  
**Personal Details**  
Marital status: Married  
Nationality: Indian  
Date of Birth: 16thMay 1983  
Interests: Read newspaper, domeditation, teach others.

Expected Monthly Salary- As per company Rules

Expected Location of work- Vadodara- Gujarat

Declaration:-  
I hereby declare that the information given above is true to the best of my Knowledge and belief.  
  
  
Place: Vadodara  
Date:2nd Oct 2022