

## Resume

### **Simranjeet Kaur**

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Harit Vihar, Building 233, Gali no. 3, Burari, North Delhi

**Father's Name** : Sh. Harvinder Singh  
**Mother's Name** : Smt. Shamsher Kaur  
**Certificate D.O.B** : 18th March 1987  
**Gender** : Female  
**Religion** : Hindu  
**Present Location** : Delhi  
**Currently employed or not-employed:** Studying (M-Phil)  
**Present CTC** : 12000/- stipend  
**Expected CTC** : 50000/-  
**Total Experience** : 10 year  
**Nationality** : Indian

### Objective

To become a person completely dedicated to their work. I want to work with honesty and without any pressure. Secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization and company.

### Academic Qualification

**Matriculation** - HBSE, 62.83% Marks  
**Secondary** - HBSE with 52.00% Marks  
**Bachelor of Hotel Management** - Uttrakhand Open University Nainital (U.K) with 70% Marks.  
**Masters of social work** - Specialization of Psychiatric social work with 65%.  
**Master of Philosophy** - Psychiatric social work Perusing from Punjab University

### Professional Qualification

- **Six month Diploma** in Computer Application at Celebration World Tutoring Federation, Jagadhri.
- **Certificate (HS-CIT)** course at Haryana State Certificate in Information Technology with 83% Marks.
- **UIDAI** exam passed with *EA Supervisor*
- **Course on Computer Concepts (CCC)** exam passed

## Work Experience

- ❖ Working as *Office Co-ordination* in Celebration World, Jagadhri from 1st July 2004 to 30th March 2005.
- ❖ *Anchor* in District Yamuna Nagar for *AKS Media Group Productions* from 1st September 2004 to 30th March 2005.
- ❖ *Anchor* in “DRISHTI” Slot Media Group Productions from 1st April 2005 to 30th March 2007
- ❖ **Management** of Paying Guest from 2012 to 2019.
- ❖ Working Member in *Laghu Samachar Patr* Association since June 2008 to June 2009.
- ❖ Worked as a *President of Haryana Press Club Women Cell*, Haryana since June 2009 to December 2011.
- ❖ Worked as a *Correspondent in Shahabad* by ‘*Gangaputra Times*’ Jind Newspaper.
- ❖ Organized regular meetings, interactions, and awareness Panchayat Development programs across the field Haryana villages. Apart from the village level-various Sarpanch and farmers etc.
- ❖ Worked as a *Stamp Vendor* in Kurukshetra Tehsil for six month **sale above 4.5lac**
- ❖ Working as **VLE** in Common Services Centre new name **Atal Sewa Kendra** Since August 2016, Now Surrender the CSC.
- ❖ 1 year **Field work experience** during Masters of social work in open community at Village level.
- ❖ 1 year **Field work experience** in closed community at kalpana chawla govt. medical college, Karnal (Psychiatric Social Work).
- ❖ 2 months Worked as Project Manager @ Distt. Redcross Society Targeted Intervention Project, HSACS, Karnal From 1<sup>st</sup> Feb 2021 to 31<sup>st</sup> March 2022
- ❖ 5 month worked as Project Coordinator @ Vidya roshan Charitable Trust, Gurgaon. From 4 April 2021 to 30<sup>th</sup> August 2021
- ❖ As a Project Manager under distt. Redcross Society, karnal Targeted intervention Project, HSACS, NACO from 1<sup>st</sup> Feb to 31<sup>st</sup> March 22 and 2<sup>nd</sup> September 2021 to December 2022.

## **Awards**

- ❖ Achieve **National & International award** from **UNESCO** - E.I World Teacher's Day on 5th Oct 2011 at Delhi for the meritorious achievements.
  - For organized regular meetings, interactions, and awareness Panchayat Development programs across the field Haryana villages. Apart from the village level-various Sarpanch, farmers etc.
- ❖ Achieve **SKOCH Order-of-Merit Award** for qualifying amongst **Top-200 CSCsin India** taken on the 17th March 2017 at Delhi by **Sameer Kochar, Chairman, SKOCH GROUP.**

## **Interest**

*Making good relation and communication with people as a Social worker. Want to know about the behavior of the different community and want to research and study people's behavior and want deep knowledge about the human mind.*

## **Languages Known**

English, Hindi & Punjabi

## **Personal Skill**

- Leadership Quality
- Team spirit
- Carrier oriented
- Good Communication and listening skill
- Cognitive behavior therapist
- Confident
- No blue days

## **References**

### **Mr. Amit Joshi**

P.O. TSU,T.I. Haryana Zone and Punjab Zone

Haryana state of AIDS control Society and Punjab state of AIDS control Society  
9888807935

### **Mr. Kulbir Malik**

Secretary Karnal Redcross Society  
8295771111

### **Mrs. Veena Eagleton**

Chairman Vidya bharti Charitable trust  
Gurugram  
9818644660

Date : 21-12-2024

Place : Delhi

  
(**Simranjeet Kaur**)