

MANPREET KAUR SANDHU

CURRICULUM VITAE

CAREER AND PERSONAL OBJECTIVES

As a professional in Finance , HR and Business Management I will utilize my skills to:

- ❖ Competently apply my knowledge fully in the fields of Business management, hr and finance.
- ❖ Adhere to ethical conduct as stipulated by the organisational policy and the broader external environment.
- ❖ Lead by example in formulating and instituting sound financial policies, procedures and systems that ensure effective control and accountability.

PERSONAL INFORMATION

NAME: Manpreet Kaur Sandhu

DATE OF BIRTH: 1989

GENDER: Female

MARITAL STATUS: Unmarried

NATIONALITY: Indian

LANGUAGE FLUENCY: English, Punjabi, both written and spoken.

POSTAL ADDRESS: Amrik Nagar Vill. Bhulana PO. Hussainpur,Kapurthala.

MOBILE NO: 96461-88311 (self)

E-MAIL: Preet.sandhu0013@yahoo.in

EDUCATION BACKGROUND

PUNJAB TECHNICAL UNIVERSITY

2012-2014 : Masters Business Administration

Areas of specialization:

- ❖ Finance and Human Resource.

Key units: .Financial management, Managerial economics, corporate banking, financial analysis, Management Accounting, Financial Accounting Research methods, international Finance, Operational research, Strategic Management, Human resource management.

Project works:

- ❖ Employees Training & Development in Rail coach factory, kapurthala.
- ❖ A Study about DEPOSITORY SYSTEM in india at Ludhiana Stock Exchange.

Aggregate result: 70% FISRT DIVISION & DISTINCTION.

GURU NANAK DEV UNIVERSITY

2009-2012 : Bachelors Business Administration (BBA)

Aggregate result: 54%

ANAND PUBLIC SCHOOL , KAPURTHALA

2009: Central Board Of Education (C.B.S.E)

Subject: English, Economics, Business studies, Accountancy.

Aggregate result: 67.2%

SKILLS AND BEHAVIOURS

Skills:

- **Communication skills:** Maintaining continuous communication with people.
- **Team working:** Ability to work with others.
- **Excellent PC skills:** Microsoft Office packages (Word, Excel, Access, powerpoint).

Behaviour:

- **Driving performance,** i.e. always striving to be the best in all that I do.
- **Growing talent and capability,** i.e. sharing knowledge, experience and best practice with team.

HOBBIES AND INTERESTS

CO-CURRICULUM ACTIVITIES

UNIVERSITY:

1. Volunteer of discipline committee and awarded certificate for the same.
2. Certificate of merit for Mock Interview.

HOBBIES:

1. Reading ,
2. Teaching ,
3. Learning new things.

Training:

6 Weeks Industrial training in **RAIL COACH FACTORY ,KAPURTHALA** and awarded certificate for the same.

Working Experience

- Six month working experience as a lecturer at SBSSTC, ferozepur.(contd..)

DECLARATION:

I hereby declare that the information given above is true to best of my knowledge.

Manpreet Kaur Sandhu