

Arshdeep kaur
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OBJECTIVE

Secure a responsible career opportunity to fully utilise my training and skills , while making a significant contribution to the renowned institution.

SKILLS

Highly Organized

Collaborative

Extreme accountability and ownership

Initiative Driven

Delivering positive customer engagement

EXPERIENCE

Apr-2022 - 27 Dec 2025
HR Officer

IBT Institute Pvt.Ltd.

Scheduling and conducting interviews , joining formalities and documentation, salary negotiation and finalization , reward and recognition policy for employees and their benefits , maintaining personal files and salary.

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
10th	CBSE	9.2	2015
12th	CBSE	84	2017
Bachelor of Arts, Honors in political science	GuRu Nanak Dev University, Amritsar	70	2020

ACHIEVEMENTS

- National level volleyball 🏐 player - Won lot of medals in 2016,2017,2018 and 2019 .Always in many tournaments declared best player and won cash awards.
- Remained a Captain of team in School and. Also a Sports Captain of school.
- Remained Team Captain in Collage Also
- Japan journey - Gone to japan under jenesys cultural exchange program

INTERESTS

- Taking part in sport or physical activity
- Teaching
- To become financially independent
- Administration
- Counselling

HOBBIES

- Watching crime serials
- Playing volleyball
- Running and nature walk

STRENGTHS

- Having postive attitude in every situation
- Communication skills
- Enthusiasm
- Discipline
- Trustworthiness
- Determination and Dedication

ADDITIONAL PERSONAL INFO

Address	Bhogpur distt.Jalandhar, Punjab, 144201
Languages	English, Punjabi, Hindi
Date of Birth	25/07/1998
Marital status	Married
Nationality	Indian
Gender	Female