



HARPREET RALH

 SBS Nagar, Punjab, India 144029

 7719774593

 harpreetralh643@gmail.com

SUMMARY

Skilled professional knowledgeable about monitoring metrics and maximizing team success in fast-paced settings. Performance- and quality-driven with several years of experience. Natural leadership talent with motivational approach.

SKILLS

- Software troubleshooting
- System upgrades
- Hardware installation
- Bookkeeping
- Data analysis
- Team collaboration
- Problem resolution
- Staff assistance
- Multitasking Abilities
- Teamwork and collaboration

EXPERIENCE

SOFTWARE INCHARGE, 09/2024 - Current

Darrick International School, Gunachaur, Punjab, India

- Troubleshoot computer hardware malfunctions and replaced defective components as necessary.
- Implemented software updates and upgrades when needed.
- Installed and performed minor repairs to hardware, software or peripheral equipment.
- Assisted patrons with troubleshooting computer and software problems.
- Assisted faculty and students with using computer software and hardware.

COMPUTER TEACHER, 07/2023 - 09/2024

Ambition Academy, Banga, Punjab, India

- Created instructional materials for classes, including handouts, presentations, and demonstrations.
- Reviewed assignments submitted by students and provided feedback on areas where improvement was needed.
- Expanded student learning by incorporating extra-curricular computer science activities.
- Mentored students individually to help them improve their understanding of computing concepts.
- Instructed students on how to use a variety of programs, such as Microsoft Office Suite, Adobe Creative Cloud, and other specialized software applications.

EDUCATION AND TRAINING

BHOGAL COMPUTER, Punjab, India, 02/2023

Accounting Software : Accounting

BHOGAL COMPUTER, Punjab, India, 12/2022

Ms Office Certificate : Ms Office

Guru Nanak Dev University, Punjab, India, 07/2022

Bachelors of Computer : Computer And Information Systems

LANGUAGES

English:

Upper Intermediate

B2

Hindi:

Advanced

C1

HARPREET RALH

COMPUTER ENGINEER

(771) 977-4593 ■ harpreetralh643@gmail.com ■ Ratainda, Distt SBS Nagar, Punjab

Dear Hiring Manager,

Thank you for the opportunity to apply for the Computer Engineer role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working professional who has been consistently praised as focused by my co-workers and management. Over the course of my 1.4-year career, I've developed a skill set directly relevant to the Computer Engineer role you are hiring for, including data entry, accounting expertise and classroom management. Overall, I have consistently demonstrated creative thinking, management and teamwork abilities in every aspect of my computer teacher role at Ambition Academy, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (771) 977-4593 or via email at harpreetralh643@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

HARPREET RALH



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B6088540

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

MALKIT SINGH

माता का नाम / Name of Mother

SARABJIT KAUR

पति या पत्नी का नाम / Name of Spouse

घर / Address

VPO RATAINDA**TEHSIL BANGA, SBS NAGAR****PIN: 144029, PUNJAB, INDIA**

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

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