

# **RESUME**

## **GURPREET KAUR**

*Ras Al Khaimah, United Arab Emirates*

*Mobile: +971 567336487*

*E-mail: gurpreetkaursaify@gmail.com*

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## **PROFESSIONAL SUMMARY**

*Highly organized and detail-oriented Administrator & Accounts Assistant with 7 years of experience in school administration, financial management, and compliance. Adept at handling administrative operations, accounting tasks, and government regulations such as ITR filing and GST compliance. Proficient in using Tally, ePunjab, UDISE Plus, and other digital platforms for data management. Strong ability to coordinate with government officials, manage clerical tasks, and ensure smooth organizational operations.*

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## **KEY SKILLS**

- *Office Administration & Clerical Support*
  - *Accounting & Financial Management*
  - *ITR Filing & GST Compliance*
  - *Data Management & Reporting*
  - *Government Compliance & Coordination*
  - *School Administration & Record Keeping*
  - *Proficiency in Tally, ePunjab, UDISE Plus*
  - *Strong Problem-Solving & Analytical Skills*
  - *Effective Communication & Coordination*
  - *Ability to Work Under Pressure & Meet Deadlines*
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## **PROFESSIONAL EXPERIENCE**

*Administrator & Accounts Assistant*

*Guru Nanak Academy School (Affiliated with PSEB) | India*

*Duration: 7 Years*

### **Key Responsibilities:**

- Managed day-to-day administrative operations, ensuring seamless workflow.
  - Handled student and teacher data management on ePunjab and UDISE Plus platforms.
  - Coordinated and attended meetings with government officials to ensure compliance.
  - Assisted in ITR filing and GST compliance in collaboration with a Chartered Accountant.
  - Organized and maintained financial records, budgets, and expense reports.
  - Provided guidance to clients on financial procedures and tax-related processes.
  - Oversaw general office management, documentation, and official correspondence.
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## **ACADEMIC QUALIFICATIONS**

- Master of Commerce (M.Com) – Punjabi University, Patiala
  - Bachelor of Commerce (B.Com) – Government College, Ropar
  - Higher Secondary (12th Grade) – DAV Public School, Ropar (PSEB)
  - Secondary Education (10th Grade) – Guru Nanak Model School, Ropar
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## **PERSONAL DETAILS**

- Name: Gurpreet Kaur
  - Date of Birth: 24th November 1993
  - Languages: English, Hindi, Punjabi
  - Visa Status: Sponsored by Husband (Valid until 2027)
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## **DECLARATION**

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Name: Gurpreet Kaur

Date: \_\_\_\_\_