

# Simarjit Kaur

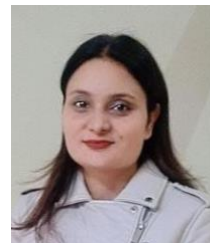
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**Nationality:** Indian

**Passport No:** R1338823 (Date of issue: 19-06-2017 and Date of expiry: 18-06-2027)



## Career Objective

To work in and help create an environment that is intellectually stimulating, values merit, professionalism and provides challenging opportunities for personal and professional growth.

## Core Skills

- Planning
- Data entry
- Query handling
- Note-taking
- Appointment setting
- Document creation
- Email management
- Typing
- Record management
- Call handling

## Career Summary

3 May 2019 – 12 July 2025

PA to Principal

Delhi Public School, Jalandhar

### Outline

Reporting to Principal and supporting the team with a wide range of administration activities.

### Key Responsibilities

- Answering incoming phone calls
- Monitoring incoming emails and distributing to necessary team members
- Taking minutes during meetings, typing up and distributing to staff
- Arranging team activities such as [business travel /lunches/events]
- Data entry into [system] database in an accurate and timely manner
- Maintenance of database, updating records and cleansing old or invalid data
- Processing all documentation in accordance with company process and regulations
- Dealing with customer enquiries and updating records accordingly
- Working regularly with Microsoft office suite including [Word/PowerPoint/Excel]
- Working regularly with Google suite including [Gmail/Sheets/Docs]

March 2012 – May 2015, June 2017- April 2018

Sale executive (Automobile sector)

## Education

- M.sc. Bioinformatics | HMV College Jalandhar | Jun 2015 - May 2017
- B.sc. Bioinformatics | Lyallpur Khalsa College Jalandhar | Jul 2007 - Jun 2010
- 12 (Medical) | D.C. Model Senior Secondary School, Ferozepur | Apr 2006 - Mar 2007

## Additional

### • Hobbies & Interests

Music, Cooking, Travel

### • Software

Microsoft office, Excel, Google Sheets, Word, PowerPoint, Outlook, Google Mail, Microsoft Teams

### • Languages

Punjabi, Hindi, English