

# Harleen Kaur

Chandigarh, Chandigarh 160047

[harleen6370@gmail.com](mailto:harleen6370@gmail.com)

+91 79733 91655

I am an organised , hardworking and motivated person who wants to work under your guidance and excellence to learn new skills and give my 100% .

## Personal Details

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**Date of Birth:** 2000-10-05

**Eligible to work in:** India

**Highest Career Level:** Fresher

**Industry:** Accounting, Human Resources, Management

**Total years of experience:** 0

## Work Experience

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### Inventory Management and assistance

Vishal industries-Chandigarh, Chandigarh

Full-time

July 2025 to September 2025 • Full-time

1. Maintained files and documents and kept a regular check on the inventory.
2. Gst and tally Knowledge.
3. Conducted interviews and shortlisted talents for the company .

### Marketing Intern

Alkem enterprise , Chandigarh-Chandigarh, Chandigarh

Internship

June 2024 to July 2024 • Internship

1. Presented power points for some new line of products.
2. handled clients and field experts via emails and maintained sales booklet.
3. Conducted market research on new products and ventures the company can target and expand there business on .

## Education

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### General Studies (Masters in commerce)

Post graduate government college sector 46 , Chandigarh-Chandigarh, Chandigarh

Full-time | August 2023 to June 2025

Scored: 65.5%

1. Can communicate well in English and Hindi and can operate computer ( basic ) .
2. Made reports on employee engagement and presented those reports and other topics in front of large number of group .

**Commerce (B.Com)**

Mcm Dav sec 36 , Chandigarh

August 2019 to July 2022

### Skills / IT Skills

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- Presentation skills
- Team work
- B2B sales
- Communication skills (Less than 1 year)
- Computer skills (Less than 1 year)

### Languages

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- Hindi
- English
- Punjabi - BASIC