

Personal Profile

Ms. Harkiran Kaur
Designation: Assistant Professor
Department: Commerce
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Educational Qualification

- B.com, Punjabi University Patiala
- M.com, Guru Nanak Dev University Amritsar

Professional Qualification

- UGC Net Qualified
- MDITSM (Master Diploma In Information Technology System Management) from Golden Computer Education Centre Ropar.

Area of Specialization:

- Knowledge of MS Excel, MS Word, MS Outlook, MS Power Point, Internet Application, Tally, Photoshop, Corel ,HTML, JavaScript, Programming Languages.
- Knowledge of PF, ESI, TDS, Income Tax, GST, Preparation of Financial Statements and Projections, Tax Audit, GST Audit.

Work Experience(Non-Teaching):

- I have Experience of 4 years in Firm Singh Jaspal and Associates (CA) working as an Accountant and Audit Assistant.
- I have Experience of 1 year in Health Caps Pvt Ltd as a Supervisor.
- I have Experience of 2 years in Golden Computer Education Centre Ropar as a Teacher and Office Administration.

Key Skills:

- Can work effectively in team, as well as individually.
- Adaptive to any Environment.
- Fast learner and open to new challenges.