

# CURRICULUM VITAE

## ARUN

Batala, Punjab | arunsareen258@gmail.com | +91-62844-80963

### CAREER OBJECTIVE

Enthusiastic and dedicated educator with over 7 years of experience in teaching English, Economics, and competitive exam preparation. Skilled in academic coordination, faculty management, and student counseling. Seeking a responsible position as a Teacher and Academic Coordinator in a reputed coaching institute where I can contribute to both student success and institutional growth. Also have experience guiding students in UPSC-level content and personality development.

### EDUCATIONAL QUALIFICATIONS

| Qualification                | Institute     | Board/University | Year   |
|------------------------------|---------------|------------------|--------|
| M.Com                        | IGNOU         | IGNOU            | [2022] |
| B.Com<br>(Professional)      | ACET Amritsar | PTU University   | [2018] |
| CTE (Teaching of<br>English) | IGNOU         | IGNOU            | [2019] |
| PTE (Test of<br>English)     | Pearson       | Cleared          | [2022] |

### PROFESSIONAL EXPERIENCE

- Des Raj Heritage School, Batala**

English & Economics Teacher | Jul 2024 – Feb 2025

- Taught senior secondary students English grammar, literature, and Economics.
- Focused on concept clarity, answer-writing, and exam techniques.
- Conducted regular assessments and parent-teacher interactions.

- **Brightstar Academy, Batala**

Academic Coordinator & Faculty | Apr, 2023 – Nov, 2023

- Oversaw daily academic operations and batch planning.
- Scheduled classes, managed faculty rosters, and ensured smooth execution.
- Taught Spoken English and assisted in personality development sessions.

- **Angel IELTS and Immigration, Batala**

Admin Coordinator | Dec, 2022 – Apr, 2023

- Trained students in PTE Speaking, Writing, and Listening modules.
- Conducted mock tests, gave feedback, and improved student performance.
- Managed student queries, batch enrollments, and teacher coordination.

- **Webberz, Batala**

English Speaking Trainer & PTE Instructor | Feb, 2020 – Dec, 2022

- Taught basic to advanced English speaking and grammar courses.
- Designed customized modules for non-native learners.
- Conducted demo sessions, speaking drills, and doubt-clearing sessions.

- **BR Ambedkar SR. SEC. School, Batala**

- Assistant Teacher (May, 2018- Nov, 2018)

- **Provide Coaching for:**

- School Level: Classes 5–10 (All Subjects)
- Streams: Commerce and Arts
- Courses: IELTS, PTE, English Grammar, Spoken English
- Competitive: UPSC fundamentals, Personality Development, Visa Interviews
- **Successfully trained 500+ students offline & online.**
- Designed study materials and video-based learning modules.
- Launched initiatives for rural students' access to quality coaching.

## **UPSC PREPARATION & MENTORING**

- 2+ years of dedicated preparation for UPSC (Mains + Prelims)
- Great command on Economics & Polity
- Capable of mentoring UPSC aspirants, especially beginners
- Conducted discussions on PYQs
- Appeared in UPSC SSC UGC Exams

## **KEY SKILLS**

Subject Expertise: English, Economics, PTE, Polity

Academic Coordination & Batch Management

Spoken English & Grammar Instruction

Time Management & Conflict Resolution

Student Counseling & Motivational Support

UPSC Mentorship & Content Curation

## **ADDITIONAL INFORMATION**

Languages Known: Hindi, English, Punjabi

Modes of Teaching: Offline & Online (Zoom, Google Meet, Smartboard Tools)

Availability: Immediate Joining

Preferred Location: Punjab or major North Indian cities