

Harpreet Kaur

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SUMMARY

I am a student-focused teaching professional, who is committed to providing a well-balanced and engaging learning environment for students across age groups. I have great interpersonal and communication skills which make students feel comfortable in sharing their learning challenges and insecurities. Prior to becoming an Educator, I worked in State Bank of India for 33 years and I retired in 2017. I have always had a passion for teaching English and decided to pursue it after my retirement.

FREELANCE

June 2020 - Present

- Coached IELTS students online for 6 months during lockdown. Provided regular one-on-one and group practice by giving them several practice sheets, tips and strategies for improvement, with a strong focus on Speaking, Vocabulary Building and gaining fluency.
- Constant practice helped them in successfully achieving their desired bands, which enabled them to secure admissions in colleges abroad.
- Mentored students to enhance their language level required to clear Competitive and Banking exams.

PART TIME

Dipti Shah's Institute of English

Jan 2021 March 2021

- Conducted sessions on Group discussions, Public speaking and Conversation practice.
- Analysed, evaluated and provided feedback based on the performance of the students during the class.
- Assessed written assignments submitted by students on Google classroom and gave suggestions for further improvement.

IELTS TRAINER

Careerline Education Foundation

Aug 2018 - May 2020

- Hired specifically for Speaking segment for one-on-one practice: class started with 5 students and within a few weeks increased to 35-40 students per day.
- Used Podcasts to help students improve listening skills, pronunciation, language and current knowledge: this helped in developing new content for speaking and written tests.
- Introduced reading material like LiveMint newspaper which covers diverse topics on life, education, society etc. It helped students develop their vocabulary and awareness.
- Furthermore, encouraged students to record themselves at home with help of cue cards. Individually provided detailed feedback helping them become aware of shortcomings, which resulted in them becoming confident speakers.

- Conducted weekly Speaking Mock tests of 25-30 students focusing on content, vocabulary, pronunciation, grammar and intonation, as it reflects one's comfort level with the language.
- Provided tips and strategies for enhancing vocabulary, such as noting down difficult words, making sentences and ensuring correct usage of these words while speaking and writing.
- For every student instruction and guidance was extensively customized, based on their needs and extent of improvement required. Worked across age groups including students from schools, colleges as well as working professionals.
- I was able to give them a completely different perspective of life because of my life experiences and maturity, which helped them to bolster their trust, confidence and overcome their limitations.

EDUCATOR

Blind People's Association

Feb 2018 - Nov 2018

- Taught English to visually impaired Graduate and Post-Graduate students to enable them to appear for competitive exams. One of these students is a Credit Officer in Bank of Baroda.
- Students had different degrees of visual impairment; recently visually impaired adults not familiar with Braille had to be taught vocally, with the help of You Tube videos and online Coaching platforms.
- As students had varied different education levels from very different backgrounds, it was a highly challenging yet satisfying experience to customize teaching styles for them.

This is a brief summary of my banking work experience.

- Handled outward Remittances, Forex Transactions at branches.
- During demonetisation I played a pivotal role in facilitating currency exchange & deposits for our customers & general public over several weeks at Navrangpura branch.
- Entrusted with responsibilities of Manager (Sanctions), higher grade, at SBI RACPC, (Retail Assets Common Processing Cell), Sanctioned 350 loans amounting to Rs. 40 crores.
- As Manager (HR), completed promotional exercise of nearly 100 staff members.
- During my tenure as Branch Manager at Adalaj branch, 255 housing loans were disbursed and total advances from Rs. 5 cr. to Rs. 29 crores, surpassing targets by 150%. NPAs at Branch were zero.
- Posted at "Stressed Assets Resolution Centre" and was allotted 1500-2000 NPA Accounts. 39 civil suits filed in Personal & Housing loans & SARFAESI Notices issued.

IELTS Courses

- Understanding IELTS (4modules), Future Learn.
- Digital Skills for Teachers, Future Learn.
- Certification in **IELTS - Train the Trainer**, British Council, February 2019.

Qualifications

- Cleared JAIIB Exam: Subj. included Rural Banking, Economics & Accounts 1997.

Education Bachelor of Arts in English Literature from Rajasthan University, 1976