

# MANPREET KAUR

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## CAREER OBJECTIVE:

To secure a position in an organisation which provides me with an ample opportunities to enhance my skills , utilize acquired knowledge while contributing to the growth of the renowned organisation.

To implement my communication and interpersonal skills along with administrative knowledge and build a career that boosts my potential professionally by being dedicated and resourceful towards organisational goals.

## ACADEMIC QUALIFICATIONS:

QUALIFICATION	INSTITUTION	YEAR
MA in English	Indira Gandhi National Open University (IGNOU)	2022- 2024
Bachelor of Elementary Education [B.EL.ED]	University Of Delhi (Mata Sundri College for Women)	2016-2020
Senior Secondary [12 <sup>th</sup> ]	Holy Child Senior Secondary School (Tagore Garden, New Delhi)	2016
Secondary [10 <sup>th</sup> ]	Holy Child Senior Secondary School (Tagore Garden, New Delhi)	2014

## WORK EXPERIENCE:

### ○ Blooming Tree School

[Present]

Plan and deliver teaching and learning activities for Kindergarten aligned with school's curriculum. Conducted PTMs, 1:1 teacher parent interaction. Also, managing various events and participation at school. Used learning aids to maximize learner's progress.

### ○ Stones2Milestones Edu Services Pvt. Ltd

[ August- 2021- June 2022]

Worked as an Academic Facilitator and was responsible for conducting English Classes using innovative pedagogy with children of grade Nursery to grade 6. Also managing a positive environment with costumers (as parents) and within classroom, organized and conducted regular meetings with parents for better coordination and client

satisfaction, pitched parents frequently and did 10-15 conversions in the organization. Gained understanding of MS Excel and maintained records.

- **Planetspark- Public Speaking and Creative Writing Platform** [July 2021- February 2022]  
Worked as an Online English Teacher for primary [1<sup>st</sup>-5<sup>th</sup>] and middle grades [6<sup>th</sup>-8<sup>th</sup>] conducting classes for Indian and International Students [Middle East Region]. Pitched the course structure, gaining insights of convincing the costumers and sales to parents for enrollment , building client relationship and adhering to customer satisfaction with adequate information, conducted demos and did more than 15 conversions post pitching.

**As a part of B.EL.ED curriculum, following schools enhanced my potential and knowledge in the teaching field.**

- **SBV, Sadiq Nagar, New Delhi (4<sup>th</sup> year internship)** [August 2019-February 2020]
- **MCD Primary School, Faiz Bazaar, Daryaganj, New Delhi** [ January 2019-February 2019]  
(Block Teaching)

#### **OTHER EXPERIENCES GAINED:**

- Exploring the possibilities of adopting Google Tools in online teaching and learning process. [24<sup>th</sup> May 2020] ○  
Participated in Heritage Walk organised by B.el.ed Department for teachers and students of 'haute ecole pedagogique' [HEP], Lausanne,Switzerland. [ February 2020]
- Detailed Research Project on: *Corporal Punishment- fostering discipline or fear?* (in 4<sup>th</sup> year)
- Currently working with a collective student initiative named *VISIONARIES*, helping visually impaired students with assignment and exam writing (as a scribe) recording and uploading their study material. [ March 2020- present]

#### **SKILLS:**

- Cooperation and Team Work
- Proficient in MS Excel an MS Word
- Proficient in English- Written and Spoken
- Strong communication skills
- Presentation Skills
- Basic understanding of costumer handling

#### **DECLARATION:**

I hereby declare that the above mentioned particulars are correct to the best of my knowledge and belief.

PLACE: NEW DELHI



(MANPREET KAUR )