

RESUME

NAME- HARLEEN KAUR

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LANGUAGES KNOWN-English, Hindi, Punjabi

D.O.B- 12-09-2000

ADDRESS: Street N. 2, Ajit Nagar, VTC: Saido Bhulana, PO: Bhulana, District: Kapurthala, State:Punjab, Pin code: 144620.

OBJECTIVES- Seeking an opportunity to use my knowledge and talent to educate children and make them ready for today's world.

PROFESSIONAL EFFICIENCIES-

- A passion about the teaching field with a great teaching aptitude.
- Through knowledge of the subject to be taught and its background.
- Good command over comprehension.
- Proficiency in handling computer aided tools.
- Effective classroom management.
- Problem solver.
- Quick learner and innovator.

EDUCATIONAL QUALIFICATIONS-

DEGREE	COURSE	SCHOOL/UNIVERSITY	YEAR	%MARKS
Matriculation	Cbse board	Kendriya vidyalaya no1 rcf, kapurthala	2015	82%
High secondary	Cbse board	Kendriya vidyalaya no1 rcf, kapurthala	2017	62.4%
Graduation	B.Sc non-medical	GNDU	2020	60%
Post graduation	M.A English	GNDU	2022	56.6%
B ED.	B.ED. (Science, English)	GNDU	2022	Pursuing

EXTRACURRICULAR ACTIVITIES-

- Elected as head girl of school.
- Participated in interschool elocution competition.
- NCC 'C' certificate holder with grade 'A'.
- NSS volunteer.
- Editor of English section of college magazine.
- Anchor in many school-college functions.
- Shabad singing with harmonium.
- 1st position in inter colleges poem recitation.
- Under officer in national cadet corps. ☑
- 1st position in group drama competition.

STRENGTHS-

- Smart working with honesty.
- Well cultured and well mannered.
- Computer knowledge-
Course done in computer operations and applications with grade “A”.

MS office, coral draw, internet skills.

- Leadership skill.
- Communication skills.
- Critical thinking skills.
- Project management skills.
- 2 years of experience as tuition tutor.

HOBBIES-

- Reading
- Writing articles
- Dancing
- Anchoring
- Crafting
- Stitching
- Exploring internet

EXPERIENCE-

6 months teaching experience at Shri guru harkrishan public school, sultanpur lodhi

DECLARATION-

I hereby declare that all the details furnished above are true to the best of my knowledge.

PLACE-

DATE-

SIGNATURE