

Simranjit Kaur

Simranjit.K2908@gmail.com

+919465855401

Chanian, Jalandhar



Summary

I am highly motivated and accomplished professional with three years of experience in the Ed-tech industry, specializing in talent acquisition and team management. I am dedicated to enhancing the education landscape by recruiting and nurturing exceptional trainers while fostering a positive and productive work environment.

Experience

Operation Executive

The Knowledge Academy Nov, 2019- Jan 2024 (Jalandhar)

- Recruited and hired over 150 highly experienced technical, soft skills, and project management trainers from the UK, Europe, the US, and Middle East countries to meet organizational training needs.
- Leveraged platforms such as LinkedIn, Cv library, and other search tools to identify and engage the most suitable trainers for various training programs.
- Collaborated with meeting bookers and venue finders to secure appropriate training venues, ensuring optimal facilities and logistical support for smooth training sessions.
- Successfully managed travel arrangements for trainers, including booking hotels and flights, to ensure timely and seamless arrival at training locations.

Project

Invigilation

The Knowledge Academy May, 2020

- Facilitated exam invigilation for delegates obtaining official certifications from different exam bodies.
- Effectively interacted with individuals from diverse countries, who were company employees.
- Managed simultaneous work responsibilities without compromising the quality of invigilation or primary tasks.
- Conducted remote exams through Zoom, ensuring seamless and secure exam administration.

- Provided a reassuring and composed environment for delegates before and during their exams.
- Received consistent 5-star reviews on Trust pilot, acknowledging my professionalism and support as an invigilator.

Skills

Microsoft Excel, Negotiation Skill, Time Management, Communication Skill, Team Management

Education

B.com
04/2019
Satyam Inst. Of Management and Technology
Nakodar

12th
04/2016
Govt Sen. Sec School
Jandiala

10th
Govt High School
04/2012
Chanian

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:

(Simranjit Kaur)

Place: