

CURRICULUM VITAE

Personal Information:

- **Name:** Rajinder Kaur
 - **Mobile No :** 8360965823
 - **Email Id :** rajinderbrillsbathinda@gmail.com
 - **Address:** H.No 59B1, Pandav Street, Partap Nagar, Patiala.
 - **Husband's Name:** Baljinder Singh
 - **Date of Birth:** 27th July 1991
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Educational Qualifications:

- **Bachelor of Arts (BA)**
 - **Master of Business Administration (MBA)**
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Professional Experience:

1. Coordinator

Baba Farid Group of Institutions, Bathinda

Duration: 2011 - 2013

Responsibilities:

- Coordinating academic and administrative tasks.
- Managing communication between faculty and students.
- Organizing events and maintaining records.

2. IELTS Tutor

Home Tutoring

Duration: 2013 - 2023

Responsibilities:

- Teaching IELTS to students.
 - Providing personalized instruction and guidance in all four IELTS modules.
 - Helping students with test strategies and techniques to achieve their desired Band scores.
 - Tracking student progress and offering feedback.
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Skills:

- Strong communication and interpersonal skills.
 - In-depth knowledge of IELTS preparation techniques.
 - Ability to manage and organize tasks efficiently.
 - Fluent in English, both written and spoken.
 - Proficient in Microsoft Office (Word, Excel, PowerPoint).
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Languages Known:

- English
- Punjabi
- Hindi