


PARAM SINGH

CONTACT

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CAREER OBJECTIVE

I am a dedicated worker with proven knowledge of executive support, excellent communication, time management, and computer skills. I aim to leverage my abilities to successfully fill the vacancy at your company. I am frequently praised as hardworking by my peers and can be relied upon to help your company achieve its goals.

EXPERIENCE

September 2021 - April 2022

IELTS Trainer

The Teacher’s Academy , Jalandhar, Punjab

- Taught principles, techniques, and methods in basic English language skills, life skills, and workforce entry skills.
- Prepared reports on students and activities as required by the administration.
- Guided and counseled students with adjustment or academic problems or special academic interests.
- Instructed students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Selected, ordered, and issued books, materials, and supplies for courses or projects.
- Adapted teaching methods and instructional materials to meet students’ varying needs, abilities, and interests.
- Organized and coordinated tutoring environment to promote productivity and learning.

November 2020 - August 2021

Assistant Developer

Byte Computers, Jalandhar, Punjab

- Analyzed and collected customer information to prepare product or service reports.
- Gave accurate and appropriate information to answer questions, troubleshoot issues, and resolve complaints.
- Worked with coworkers to complete tasks.
- Responded promptly to customer queries to increase overall satisfaction.
- Used knowledge of company products and services to recommend solutions to customers.

EDUCATION

Expected Graduation December 2024

CPA - Computer Programming & Analysis, In Information Technology Candidate

Seneca College of Applied Arts & Technology, Toronto , ON

May 2018

Non.Medical(PCM), In Science GPA 3.3

Doaba Collegiate Senior Secondary School, Jalandhar, Punjab

ADDITIONAL SKILLS

- Strong Organizational Skills
- Ease with Computers and Technology
- Highly Efficient and Productive
- Time Management
- Workplace Safety
- Customer Service
- Office Administration
- Energetic and Outgoing
- Physically Well & Strong
- Teamwork and Collaboration

REFERENCES

References available upon request