

GURSHIVPREET SINGH

@ shivpreet295@gmail.com MOGA, PUNJAB  
7508169075

OBJECTIVE

"To leverage my 2.5 years of experience as an IELTS tutor, specializing in reading and speaking modules, combined with my role as a branch manager and counselor, to contribute to an educational institution's success by guiding students toward their academic and professional goals. My proven expertise in managing operations, providing personalized counseling, and delivering effective teaching methodologies positions me to excel in a dynamic and challenging environment."

EXPERIENCE

July 2023 - Till	<p><b>Hollywood English Academy</b> IELTS Trainer &amp; Assist.Branch Manager Conducted specialized classes for Reading and Speaking modules, helping students achieve their target IELTS scores.</p> <p>Designed customized study plans and provided one-on-one support to improve student performance.</p> <p>Worked as a part-time video editor, editing promotional and educational content to enhance the institute's outreach.</p> <p>Designed creative materials such as flyers, brochures, and social media graphics to support the institute's marketing campaigns.</p> <p>Contributed to the overall growth of the academy by combining academic expertise with creative technical skills.</p>
July 2022 - July 2023	<p><b>Career Zone</b> Ielts Trainer Specialized in teaching Reading and Speaking modules, ensuring students achieved their desired band scores. Provided personalized counseling sessions to guide students in their IELTS preparation journey. Assisted students in setting academic and professional goals through tailored counseling.</p>

EDUCATION

2022	<p><b>Jawahar Navodaya Vidyalaya MOGA</b> 12th NON MEDICAL 80%</p>
2023	<p><b>IDP</b> IELTS 6.5 Overall</p>
2024	<p><b>GNC LUDHIANA</b> Graduation Pursuing</p>

SKILLS

- Teaching and Training 1.Expertise in IELTS Reading and Speaking modules. 2.Personalized student counseling and performance evaluation. 3.Classroom management and lesson planning. 4.Proven ability to achieve student band score improvements.
- Management and Leadership 1.Branch operations and team coordination. 2.Staff supervision and training. 3.Scheduling and time management.
- Technical Skills 1.Proficient in video editing software (e.g., Adobe Premiere Pro, Davinci resolve). 2.Graphic design using tools like Adobe Photoshop and Canva. 3.Content creation for social media and marketing.
- Communication and Interpersonal Skills 1.Excellent verbal and written communication. 2.Strong problem-solving and decision-making abilities. 3.Ability to build rapport with students and colleagues.
- Additional Skills 1.Multitasking and handling diverse responsibilities. 2.Adaptability to new roles and challenges.