




Gurpreet Kaur

Academic support coordinator/ Educator

An organized professional with proven teaching and guidance skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a strong team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for a career.

CONTACT ME

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WORK EXPERIENCE

Educator & Coordinator

Akal Academy, Holi (Barara) January 2016 - December 2020

This is an esteemed organization with 130 branches in whole India. I worked here since the school was built and learnt so much and applied it to my teaching. Here I worked under xseed foundation as well and taught English, social science to my students.

- Provide attentive instructions, care and support for students with special needs. And maintain a good grade average for all my students.
- Coach students one on one to cultivate their potential.
- Create personalized lesson plans for students based on their unique needs. Attended regular professional

AREAS OF EXPERTISE

Excellent with children

Documented all students reports.

Time management skills

Adopted distinctive teaching methodology.

Interpersonal skills.

Performance evaluation.

Planning curriculum

MS office suite and modern classroom.

development courses to remain aware of trends in education and new teaching methods.

- Supervised my teachers. Moreover, I have worked as an examination controller as well.
- **Presently, working as a senior coordinator at Maitree International school, Bhora kalan (Gurgaon). It is one of the leading schools and is growing.**

EDUCATION & CREDENTIALS

- Senior secondary with commerce from HBSE Bhiwani (2004)
- Done professional Accountant course for 2 years from ICA Ambala city. After completion of this course worked as a junior accountant for 2 years under a chartered accountant at IEC education centre Ambala
- Graduate in Arts from K.U.K (2008-2011).
- Completed Master's of Arts in English in academic year 2013 at D.A.V girls college ynr.
- Done Bachelor's of Education from CRSU, Jind University in (2016-2018)
- **Completed xseed five step training while working with Xseed as a Coordinator of Primary wing.**
- **Rewarded 'CENTA' certificate by Oxford University press in the session of 2022-23.**

AWARDS

- Participated in a teacher training course conducted by Cambridge in 2017.
- Got appreciation certificate for the participation in "WALKTHON" race against drugs .
- Attended international seminar on "inculcation of moral values in educands with certificate.
- Got the best teacher award for two times with a certificate.

