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| | CONTACT ME | | --- |  |  | 81681-42307 | | --- | --- | |  | Kaur.gurpreet8702@gmail.com | |  | Gurgaon, Sector 95 (Haryana) | |  |  | |  |  | |  |  |  | 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.**     | 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.   . |  |  | 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.   | WORK EXPERIENCE | | --- |  **Educator & Coordinator***Akal Academy, Holi (Barara) January2016 - December2020* 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 development courses to remain aware of trends in education and new teaching methods. * Supervised my teachers. Moreover, l 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 AmbalaGraduate 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.** |
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