

JAGDEEP KAUR

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Develop and promote
creativity and high-order
thinking skills that increase
the performance of the
students.

Willing to relocate to: Portsmouth - Southampton

Work Experience

Quality Champion

Wealmoor Hayes

September 2023 to Present

- # Ensuring the best quality of products while packing.
- # Maintaining the decoruam in production systems.
- # Maintaining the records of products and and sharing the final reports to higher authorities via emails.

Material Manager• 3 YEARS

Touchstone Education

- # Directs production and inventory control, shipping and receiving, and materials storage.
- # Maintains inventory levels to ensure deliveries occur within customer timelines.
- # Ensuring materials going into production are correct and of high value.
- # Handling emails and phone calls promptly and delivering exceptional customer service.
- # Scheduling and coordinating meetings, appointments and travel arrangements with efficiency and attention to detail.

IELTS TRAINER• 3 YEARS

BDS Educomp Pvt. Ltd

- # Teaching IELTS including spoken English to the students.
- # Managing the class, preparing the lessons to be delivered to the students.
- # Preparing and setting tests, examination papers and exercises.

Education

Computer Science and Functional English

GURU NANAK DEV UNIVERSITY

April 2013

St. Sai School Amritsar

March 2009

Skills

- Data processing.
- Material and inventory management.
- Equipment maintenance.
- Productivity.
- Communication skills.
- Problem solving.
- Documentation skills.
- Logistic Management.
- Organisational skills