

Hasan Preet KAUR

83 Pomell Trail L6P3J6, Brampton, Contact number: 4376794103.

hasankhaira1@gmail.com (preferable)

Immigration status: Study permit

SUMMARY OF QUALIFICATIONS

- Experienced service-orientated individual with great customer handling skills.
- Ability to perform individually as well as with a team.
- Expertise in client services
- Supervision.

Availability – Open (20 hours a week)

EXPERIENCE

March 2023- June 2023

Touchstone IELTS Institute, Nabha, Punjab, India

- Teaching English communication skills from basic level to advanced level.
- Paying strong attention to learner's doubts
- Accomplishing the company's objectives by organizing and monitoring work.
- Assisting staff members in updating the next day's learning materials.

EDUCATION

2019-2022

Punjabi University, Punjab, India: Bachelor of Science

2023-2025

Algoma University, Mississauga, On, Canada: Postgraduate in Project Management

SKILLS

- Proficient in Microsoft Office suite (Word, Excel, PowerPoint).
- Good presentation skills.
- Multi-tasking.
- Excellent communication.
- Pressure Handling.

LANGUAGE AND COMPETENCIES

- English: Fluent
- Punjabi: Native language
- Hindi: Fluent