

Parminder Kaur

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Summary

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Skills

- Attention to Detail
- Teamwork and Collaboration
- Effective Communication
- Relationship Building
- Team Collaboration
- Self Motivation
- Problem-solving abilities
- Active Listening
- Adaptability and Flexibility
- Task Prioritization
- Multitasking
- Organizational Skills

Experience

08/2021 - 03/2024

IELTS Trainer, **Skyliner** , Faridkot, Punjab

- Developed and implemented IELTS-specific training plans to meet individual student needs.
- Provided instruction on the four components of the IELTS exam, reading, writing, listening and speaking.
- Administered practice tests to evaluate student progress and identify areas needing improvement.
- Conducted weekly tutorials with small groups of students focusing on grammar, pronunciation and vocabulary development.
- Organized mock exams for students to help them become familiar with the format of the IELTS exam.
- Maintained detailed records of student progress throughout the course duration.
- Maintained records of student assignment performance, monitoring progress over time, gathering feedback on classroom instruction and offering individual support.

02/2017 - 08/2021

Home Tutions , **Self Employed** , Faridkot, Punjab

- Teach accounts and economics to student of primary and secondary school student.
- Prepare lesson plans for students.
- Take mock tests and monthly tests.
- Give home work to students.

Education And Training

04/2016

Bachelor Of Arts, Arts

S.B.R.S College, Sadiq, Faridkot

Some College (No Degree), Teaching Assistant

Campbell College , Edmonton, AB

Languages

English: First Language		
Hindi:	C2	Punjabi: B2
<div><div></div></div> <div>Proficient (C2)</div> <div>Upper Intermediate (B2)</div>		

References

References available upon request.