

# Parminder Kaur

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## Summary

Highly-motivated employee with desire to take on new challenges. Strong work 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 Tuitions, **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

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## **Languages**

**English:** First Language

**Hindi:**

Proficient (C2)

C2

**Punjabi:**

Upper Intermediate (B2)

B2

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## **References**

References available upon request.