

AMANDEEP KAUR

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PROFESSIONAL SUMMARY

13 years of experience in English teaching at college & as well as at private institutes.
Extra ordinary language-teaching aptitude, along with good command over written and spoken english language.
Exceptional communicative and interpersonal skills with well-developed personal interaction skills.
Good in organizing and delivering classroom lectures to students.
Excellent in classroom management.

CURRENTLY HANDLING ONLINE IELTS CLASSES

EMPLOYMENT HISTORY

Jul. 2017 – AUG 2019
Mohali, PUNJAB

English Language Instructor, Seabird International

- Taking Lectures of IELTS (all modules) PTE & English grammar classes.
- Prepare and administer written, oral, and performance tests, and issue grades in accordance with performance.
- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
- Observe and evaluate students' work to determine progress and suggestions for improvement.
- Conduct classes, workshops, and demonstrations to teach principles, techniques, or methods in subjectssuch as basic English language skills, life skills, and workforce entry skills.
- Prepare materials and classrooms for class activities.
- Register, orient, and assess new students according to standards and procedures.
- Review instructional content, methods, and student evaluations to assess strengths and weaknesses, and to develop recommendations for course revision, development, or elimination.
- Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
- Select, order, and issue books, materials, and supplies for courses or projects.
- Prepare reports on students and activities as required by administration.

Jul. 2015 – Jul. 2017
Mohali, PUNJAB

Lecturer , Mata Sahib Kaur College of Nursing

- Prepare and deliver lectures to undergraduate or graduate students on topics such as English grammar (phonetics, syllables) literature & soft skills
- Evaluate and grade students' classwork, assignments, and papers.
- Initiate, facilitate, and moderate classroom discussions.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Compile, administer, and grade examinations, or assign this work to others.
- Maintain student attendance records, grades, and other required records.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Conduct research in a particular field of knowledge and publish findings in professional journals, books, or electronic media.
- Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.

Jul. 2011 – Jan. 2013
Chandigarh, Chandigarh

Soft skill trainer, JET POINT mohali

- Teaching English language to students preparing for IELTS.
- Preparing students to improve their communication skills, participate in group discussions, enhancing their reading/listening & writing skills.
- Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction.
- Evaluate and grade students' classwork, assignments, and papers.
- Initiate, facilitate, and moderate classroom discussions.

May. 2007 – Jun. 2011
Chandigarh, Chandigarh

Soft Skills Trainer, British Institute

- The job primarily involved training the enrolled students in spoken English
- Preparing students to improve their communication skills,
- Conducting mock test & reviewing the same.
- Preparing students for TOEFL
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Prepare materials and classrooms for class activities.

EDUCATION

May 2015 : Masters In English (Mahatma Gandhi university)

May. 2005 Bachelor of Arts: English

- Punjab University- Chandigarh, PUNJAB

Apr. 2002

High School Diploma: English

- Punjab State Education Exam - Chandigarh, Chandigarh

LANGUAGES

Punjabi

Native speaker

English

Fluent

Hindi

Fluent

SKILLS

English Communication Skills

Expert

Basic Computer Knowledge

Skillful

Teaching methods

Experienced

**AMANDEEP KAUR
MOHALI**