



Date of Birth: 08-10-1982

CONTACT

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PROFESSIONAL FORTE

- English Literature
- Curriculum Planning
- Personality Grooming
- Learning Outcomes
- Futuristic Classroom
- Online Training/Teaching
- Innovative Teaching Practices
- Student Assessment
- Standardized Testing
- Technology Integration
- Classroom Management
- Career Counseling
- Academic Coordination
- General Administration

Linguistic Skills

- English ██████████
- Hindi ██████████
- Punjabi ██████████

RAVNEET KAUR

English Teacher

PROFILE SYNOPSIS

- Dynamic and results-oriented English Literature Teacher committed to inculcating a passion for learning, creating multicultural awareness through teaching the fundamentals of English language
- A strong talent to develop and implement creative and hands-on curriculum that reaches every student's learning style and ability, empowering students to succeed and realize their individual goals
- A trustworthy and approachable individual with excellent communication to cooperatively work with parents and faculty to meet the needs of students and promote the philosophy and goals of the institution or organization
- Adept in all aspects of activities in the four areas of language learning, namely Speaking, Writing, Reading, and Listening
- Bringing forth years of experience, combined with a passion for serving as an effective educator and helping students to achieve proficiency in the English Language
- Well-versed with administrative operations and coordination, currently seeking a new role as English Teacher with a reputed Academic Institution in Dubai, UAE

CAREER CONTOUR

Growing Kids School | English Teacher | Oct 2018 – Apr 2019

Key Result Areas:

- Organized classroom lectures and coursework and prepared materials / activities
- Assigned homework and interesting exercises
- Identified students with special requirements and create individualized plans
- Determined exam and assignment grades
- Provided feedback based on workload and classroom behavior
- Researched new language teaching methods
- Managed classroom crises and resolved conflicts
- Informed parents about their children's performance
- Collaborated with teaching staff and administrators for a good student experience

Car Galaxy | Admin Assistant | Feb 2013 – Aug 2018

Key Result Areas:

- Monitored the Front Desk Area, met and greeted visitors, and responded to telephone and in-person requests for information
- Organized files and developed spreadsheet for MIS and scan documents
- Maintained database and sent out necessary campaign promotions
- Compiled stock reports both for new and used cars
- Delegated assigned tasks to the desired team members

PERSONAL SKILLS

- Highly Motivated
- Willingness to Learn
- Sincere
- Hardworking
- Communication
- Committed
- Adaptable
- Public Speaking
- Content Writing
- Advanced Presentation

CAREER CONTOUR (CONTD.)

Steve & Barry's | Asst. Technical Design | Jul 2007 – Apr 2008

Key Result Areas:

- Conducted Fit/Style reviews for Men's Wear by analyzing trends, studying forecasts and production valued, and following up with US Counterparts for Range Planning
- Created Teck-Packs including analysis of fabrics, trims, sketch, and development of specs, pattern making, grading, and consumption
- Obtained approvals and comments at various stages of production
- Gathered clarification on queries pertaining to production, specs, fits, styling, and consumption from vendors across the globe
- Prepared and processed documents, conducted research and analyses, coordinated with different teams, organized documents, and maintained records

St. Xavier's English High School | English Teacher | Aug 2006 – Mar 2007

Key Result Areas:

- Taught English to 5th, 6th, and 7th standards
- Devised lesson plan for students and graded student tests
- Ensured orderly classroom stays and arranged elocution and debates
- Encouraged students to read out loud in class
- Created periodic evolution sheets for students and interacted with parents
- Assigned homework and projects and extracted progress reports for students

EDUCATION

- **B.Ed. (English)** | SDM College of Education | Haryana University | 2019 – 2021
- **M.A. (English)** | Calorx Teachers University | Gujarat University
- **B.A (Eng. Hons.)** | Dyal Singh College, Delhi | Delhi University
- **Fashion Retail Management** | NIFT, Mumbai
- **Diploma in Fashion Design** | J D Institute, Hauz Khas, Delhi | DU