Harsharn Kaur

#1546, Sec - 70

Mohali

Nov 27, 2014

Director,

British Council,

Chandigarh

Subject: Application for the post of IELTS Trainers

Dear Sir/Madam

I am a teacher by profession who loves imparting knowledge to the students so that they can contribute in making the society a better place to live. I am in teaching profession for the last ten years. I have read about a vacancy for IELTS Trainers in your Esteem Institution. I am delightful and would very much like to get associated with a reputed Institution like yours and contribute my qualities for the betterment of the students.

I am post-graduate in English and Education. I have an experience of seven years in teaching communication skills.

Looking forward for the interview. Thank you for your time and consideration.

Sincerely

Harsharn Kaur

Enclosure: Resume

# 1546, HIG

Sector-70, Mohali

Ph: 9876193881

Email: hbhana27@gmail.com

**HARSHARN KAUR**

**Career Objective:**

**A responsible position that will challenge my present qualification and potential.**

**Academic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam** | **Board/University** | **Year** | **Marks** | **%age** |
| M.Ed. | Punjabi University, Patiala | 2006 | 362/600 | 60.3 |
| M.A.(English) | Dr. B.R.Ambedkar University, Agra | 2003 | 593/1000 | 59.3 |
| B.Ed. | Punjab University, Chandigarh | 1998 | 517/800 | 64.6 |
| B.Sc. (Medical) | Punjab University, Chandigarh | 1997 | 1426/2400 | 59.4 |
| 10+2 | PSEB, Mohali | 1994 | 237/450 | 52.6 |
| Matric | CBSE | 1992 | 362/500 | 72.4 |

**Additional Educational Qualification**

* One-year Computer Diploma from ISCT, Chandigarh
* CTET - QUALIFIED
* PSTET - QUALIFIED
* UGC-NET (Education) - QUALIFIED

**Working Experience:**

* Worked as a Lecturer in Communication Skills in SUS College of Engg. And Tech., Tangori (Mohali) from 01-08-2003 to 31-05-2004 and 01-09-2004 to 01-01-2008

**Job Responsibility:-**

* To teach Communication Skills and Written & Oral Technical Communication(WOTC) to first and second year B.Tech. students of all Branches.
* To make teaching-learning as interesting as possible by using variety of teaching aids.
* To maintain discipline, being a member of Discipline Committee.
* To organize Cultural activities in college and help students for inter-college competitions.
* To contribute to the academic programme of the institute.
* Working as a Lecturer in Communication Skills in Guru Gobind Singh College of Modern Technology, Kharar (Mohali) from 14-01-2008 to 30-06-2010

**Job Responsibility:-**

* Teaching the subject of Communication Skills and Written & Oral Technical Communication(WOTC) to the B.Tech. classes of Mechanical Engineering, Computer Engineering, Electronics & Communication Engineering, Information Engineering and Electrical Engineering.
* To take practical classes to improve students' listening and speaking skills.
* Editor of College Magazine
* To organize literary activities like – Debates, Quiz contests, Essay writing competitions, Oral presentations etc.
* To help students in Cultural activities.
* Stage coordination at various events.
* Writing prospectus of the college.
* Writing press release for college events.
* To help in conduction of Examination.
* Appointed as an external examiner for practical examination.
* Member of Anti-ragging committee.

**Personal Details**

Date of Birth : 27th January 1976

Nationality : Indian

Languages Known : English, Hindi, Punjabi

Husband’s Name : S.Harpreet Pal Singh

Place: Mohali

Date: 27-Nov-2014 Harsharn Kaur