



AMANDEEP KAUR

Address ● #1022 A, Sector 41B. Chandigarh

POSITION NAME

- Working as management Faculty in ITFT College since August 2014.
 - I am also taking classes of Media.
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CORE COMPETENCIES

I am quick to terms, self-confident & highly motivated. I can effectively utilize my knowledge, skill & experience for benefits of students, individual development & can be an asset for my organization.

SKILL SUMMARY

- Motivated high-energy educator.
 - Ability to individualized instruction, based on students' interest and needs
 - Possess strong people skills; sensitive to students' specialized and changing needs; proven ability to develop rapport with students.
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CAREER PROGRESSION

▪ From jan.2009 to Jan. 2013

Worked as Assistant Manager in axis bank. Major activities in my job profile are briefly summarized as under:

- Handling customer enquiries,
- Inward & outward clearing of cheques
- Investment advisor.
- Handling Cash Counter
- Generation of various types of reports

About My Past Job:

Organization

Vardhman Textiles Ltd Ludhiana (August 2006 to Jan 2009)

Designation

Export Officer

Job Profile:

- Handling customer enquiries
- Issuing contracts
- Production Planning,
- Shipment & Logistics,
- stock clearance,
- TPM,
- Customer Complaints.



TECHNOLOGICAL SKILLS

Comp Proficiency: Working Knowledge in ERP AS 400,
Finacle,
Microsoft office,
Internet

SPORTS & GAMES

I like to play badminton

CO-CURRICULAR ACTIVITES

I have participated in paper reading & quiz competition in college.

EDUCATIONAL QUALIFICATIONS / CERTIFICATIONS

- Secured 80.3% marks in matric from P.S.E.B in 2000.
 - Gained 71% marks in 10+2 from P.S.E.B in 2002.
 - SECURED 64% MARKS IN B.COM FROM PUNJAB UNIVERSITY in 2005
 - SECURED 66% MARKS IN B.ED FROM G.N.D.U IN 2006
 - SECURED 60% MARKS IN M.COM FROM Punjab University IN 2008
 - CTET Paper I for Class I-V is cleared.
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TRAININGS/SEMINARS/WORKSHOP

Attended training programs in my previous job regarding team work, leadership.

PERSONAL DOSSIER

Father's Name:	S. Manjit Singh
Mother's Name:	Smt. Satbir kaur
Husband's Name	Harpreet Singh
Date of Birth:	29-06-1984
Sex:	Female
Marital Status:	Married
Language known:	English, Hindi & Punjabi
Nationality:	Indian
