

HARMINDER KAUR



Address: #90 Sector-18 A, Chandigarh

Career Objective:

An enthusiastic, and disciplined person looking for a stable position as a lecturer for management subjects to share my knowledge for the improvement of students and growth of the organization

Career Summary:

A student oriented and having expertise in handling student queries possesses 2 year experience as Lecture and one year of banking experience.

Proficient in developing skills in students and provide them a growing path.

Good knowledge of subject and also have great practical knowledge.

Personality Traits:

Good interpersonal skills.

Good planning, organizational, and negotiation strengths.

Good communication skills in written and verbal both.

Professional Experience:

1. Lecturer August 2013 – Present ITFT College in Mullanpur New Chandigarh.

Responsibilities

Planned and prepared lectures, ensuring material and structure is informative, relevant and interesting

Researched and developed innovative lecture delivery techniques

Taught groups of individuals from a diverse range of cultures

Monitored, assessed and marked students work

Participated in the department's work and pedagogical development

2. Administrative Executive October 2011-May-2013

Kotak Mahindra Bank, Chandigarh

Responsibilities

Admirable experience in managing finances of loan department.
Outstanding knowledge various organizational policies and procedures
Ability to work effectively with employees and supervise working
Ability to manage all office complaints
Ability to assume duties of back office personnel
Ability to communicate effectively with staff, clients
Performed back office managerial functions when the manager was absent.

EDUCATION:

Master of Business Administration-HR
(Baba Banda Singh Bahadur Engg. College), 2011

Bachelor of Science
(Govt College Bhatolli) (HP University), 2008

Higher Secondary (XII)
(Dayanand Sr. Sec. School), 2005

TRAININGS/SEMINARS/WORKSHOPS

Attended Seven Days National Level Faculty Development Programme
On Analytical Techniques for Research.

Attended workshop on Digital India organized by NSS unit at SUS Tangori ,Mohali.

Done training in recruitment at Tynor Orthotics Pvt Ltd.

Done internship in recruitment project for the period of two months.

PERSONAL DOSSIER

Languages known : English, Hindi & Punjabi
Permanent Address : House No-36 Sector -1
Naya Nanagal.Ropar (Punjab)