

GURMEET KAUR



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📍 Bur Dubai

🚀 SKILLS

- * Customer Service & Client Interaction
- * Excellent Verbal and Written Communication.
- * Data Entry & Record Keeping.
Microsoft Office(Word, Excel)
- * Classroom Management & Instruction.
- * Professional Handling of Phone Calls and Emails.

👤 PERSONAL DETAILS

Date of Birth : 13/08/1999

Marital Status : Married

Nationality : Indian

Passport : U6893050

Gender : Female

🗣️ LANGUAGES

Fluent #English

Hindi

Punjabi

🎯 OBJECTIVE

Dedicated and student-focused English teacher with 2 years of experience in primary education. Committed to creating a positive and engaging learning environment through proven instructional methods. Brings strong communication abilities and administrative experience, complemented by a background in customer service and office support.

📁 EXPERIENCE

Sales 2019 - 2020

Forever Sales Company

- * Delivered exceptional customer service, product information, and support.
- * Addressed customer queries and ensured satisfaction.
- * Maintained sales records and supported promotional activities.

Receptionist 2020 - 2021

Maharaja Hotel & Restaurant

- * Managed front desk operations, including handling phone calls, emails, and visitor inquiries.
- * Maintained accurate records, performed data entry, and coordinated schedules efficiently.
- * Provided professional administrative support across departments.

PRT English Teacher 2022 - 2024

Gyandeep Global School

- * Applied effective teaching strategies such as collaborative learning, modeling, and positive reinforcement.
- * Adapted lessons to meet student needs and curriculum updates.
- * Fostered an inclusive, interactive classroom to encourage participation and engagement.

🎓 EDUCATION

Senior secondary school 2017

Shri Dasmesh School. U.k

Bachelor of Arts (English) 2021

Uttarakhand University

👤 VISA STATUS

Visit Visa