**RESUME**

**ARUN**

Tibba Bazar, Batala

Distt. Gurdaspur, 143505

Contact No. 62844-80963

E-mail-[**arunsareen677@gmail.com**](mailto:arunsareen677@gmail.com)

**CAREER OBJECTIVE**

Looking an opportunity in immigration services to secure a responsible career to fully utilize my training and skills, while making a significant contribution in the success of the company.

**EDUCATIONAL QUALIFICATION**

* 10th from Punjab School Education Board with 85% in 2013.
* 12th from Punjab School Education Board in Commerce with 84% in 2015.
* **B.COM(PROF.)** from Amritsar College of Engineering and Technology affiliated to Punjab Technical University with 8.59 CGPA in 2018.
* Certificate of Teaching in English **(CTE)** from IGNOU in 2019.
* **M.COM** from Indra Gandhi National Open University with 68% in 2022.
* **PTE** in 2022.

Basic Computer Knowledge including MS-Office and Internet

**COMPUTER PROFICIENCY**

Basic Tally

**EXPERIENCE**

* Auditing **Trainee** at Anjan Bansal Company 29-05-2017 to 07-07-2017 (as mandatory for Industrial Training)

**Role:** To make audit report by analyzing and summarizing of data

* Worked as **ENGLISH TRAINER** in Dr. BR. Ambedkar Little Flower Senior secondary School, Batala.
* Worked with **Webberz Educomp Limited** from 01-02-2020 to 10-12-2022.

**Role:** **IELTS and PTE Training, student counselling and content writer**

* Also worked for **online classes** during lockdown period.
* Worked as **Administration Coordinator of IELTS and PTE** with Angel IELTS and Immigration from 20-12-2022 to 07-04-2023.

**Role:** **Make curriculum, provide training to staff and coordinate with management, arrange Embassy interview classes** **and** **content writer.**

* Worked as **Coordinator of IELTS and PTE with Brightstar Academy** from 15-06-2023 to 16-10-2023.

**Role:** **Make curriculum, provide training to staff and coordinate with management, students counselling.**

* **Working as English Trainer in Des Raj Heritage Public School, Batala.**
* **Online Training Certificate from Pearson**

**OTHER ACHIEVEMENTS**

* **Appreciation Certificate from WEBBERZ**
* **Training Certificate from IDP IELTS**
* **CBSE Training**

**STRENGTHS**

* Good communication skill,
* Hardworking and honesty,
* Versatile, Productive,
* Highly Motivated and goal Oriented
* Excellent leadership skills

**PERSONAL DETAILS**

* Name :- Arun
* Father’s Name: - Vijay Kumar
* Mother’s Name:- Anita Sareen
* Gender:- Male
* D.O.B: - 25-08-1996
* Marital Status: - Un-married
* Nationality:- Indian
* Languages Known: - English, Hindi and Punjabi

I hereby declare that the above information is true and correct to the best of my knowledge and belief and nothing has been concealed.

**DECLARATION**

Date:- ................  **ARUN**