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Adv. GURLEEN KAUR (DOB 4th October 1987)

OBJECTIVE

To give my best, towards the fulfillment of the organizational mission objective and goal, through smart and intelligent disposition of my responsibilities.

EXPERIENCE

Currently, working as a **General Manager in a Hello Australia Migration**. I am managing the entire admin, sales and operations of the organization. I have even bought some good contracts of the leading universities and colleges which are renowned name across the globe and all the departments are reporting to me and the interdepartmental coordination is also carried on under my direction and supervision.

Duration: 20th February, 2023 till today

Worked as a **Head of department (Statement of Purpose) at Pyramid e- services**. My profile was to help the students in drafting their SOPs for visa purpose. I had a team of 7-8 people who are being supervised and guided by me. The interdepartmental coordination was also taken care by me.

Duration : 4th January 2022 till 18th February,2023

Worked as **Manager (IELTS) B.N. Overseas**, Jalandhar. My profile is to manage the team of counselors, telesales and trainers and manage the enrollment and classes of the students along with boosting the team spirit among the team members. The candidates who have fulfilled the eligibility criteria after achieving the desired goals were further counselled for Visas and the data was shared with the visa team.

Duration:- 1st June, 2020 till 3rd January, 2022

Worked at the post of **Sr. Trainer at CT Group of Institute, Shahpur**. My profile was to groom the students for their placements and to conduct sessions on the communication skills. I need to manage the entire department for the smooth running of the classes which includes scheduling of the classes and managing manpower. Seminars and webinars were the part of my profile.

Duration:- 5th March 2019 till 15th April 2020.

Worked as a **Centre Head at English Valley** and I was working a lot on the Communication skills and English language of the students. My profile was to manage the classes and institute administration.

Duration : 1st November 2015 till 4th March 2019

Worked with **B.N. Overseas Sector-8 Chandigarh as a Centre Head**. My profile was to handle the entire IELTS module along with Spoken English classes.

Duration:- 8th March 2015 till October 2015.

Worked as **Discipline In charge at British Olivia School**, Rama Mandi, Jalandhar. My profile was to manage the admin part of the school along with the hiring of the teachers, maintaining discipline among teachers and students, looking after the curriculum and co-curricular activities of the school. I was also taking English classes of the senior wing.

Duration: - 7th January, 2013 till 31st December 2014.

Worked as **IELTS Trainer with Caan World Consultants**, Jalandhar. My profile was to manage backend office along with the classes of IELTS. It also includes personality grooming and enhancing confidence in the students.

Duration: - 9th April 2012 till 6th January 2013.

Worked with **Cross Country Immigration as an IELTS and Spoken English Trainer**. My profile was to handle whole of the office working along with the training of the IELTS Students.

Duration: - 1st November, 2009 till 28th March, 2012

ACHIEVEMENTS

- Learnt to excel under stress and pressure.
- Evoked an excellent response and influencing positive thinking
- Always gave my best to achieve targets.

STRENGTH

- To complete the assigned responsibilities within the stipulated time.
- A good neutral accent in the language which helps the students to follow the way to speak the language more accurately.
- Adaptability and flexibility.
- Effective communicator at all levels.
- High degree of Initiation, enthusiasm and Self-Motivator.
- Quick learner and optimistic.

EDUCATION

Academic

- Bachelors of Law TYC , Guru Nanak Dev University. In the year 2024
- Bachelor of Commerce, Guru Nanak Dev University. In the year 2008
- Higher Secondary from Punjab State Higher Secondary Education in the year 2005.
- Matriculation from Punjab State Board of Secondary Education in the year 2003

<u>Father 's Name</u>	S. Kanwaljit Singh Behl
<u>LANGUAGE</u>	English, Hindi, Punjabi
<u>INTERESTS</u>	Computers, Music, Work dedication and Meeting new People.

(Adv. GURLEEN KAUR)

