

# Prabhjot Kaur

Experienced Tutor confident in helping students excel through individual and small group instruction. Focused on improving student academic performance and test readiness. Knowledgeable about state, national and federal curriculum requirements. Enthusiastic tutoring professional motivated to support weak students. Ready to build confidence and skills in struggling learners. Friendly, personable and compassionate.

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## Experience

### **JULY 2024 – PRESENT**

#### **Assistant Professor Commerce/Khalsa Institute of Management and Technology for Women, Ludhiana**

Plan and teach courses, create assignments, grade assignments, and answer student questions. Advise students on course choices, study plans, career goals, and research projects. Participate in departmental, faculty, and committee meetings. Provide academic support to professors and other staff, and help with departmental responsibilities. Mentor students on their academic progress and research projects.

### **MAY 2020 – JUNE 2024**

#### **Private Tutor/Commerce & Accountancy**

Encouraged students to ask questions about topics they did not understand. Conducted individual tutoring sessions with students to help them improve their academic performance. Created and implemented individual lesson plans based on student learning styles. Utilized positive reinforcement techniques to encourage and motivate students.

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## Skills

MS-Word • Proficient with Work • Good Communicator • MS-Excel • MS -PowerPoint • Public

Speaking • Good organizer

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## Education

- **2022-** Cleared UGC NET
- **JULY 2021-** Masters of commerce with specialization in marketing from SCD Government College Ludhiana with 84.6% in Panjab University
- **MAY 2019 –** Bachelor of Commerce with Honors in Accounting and Finance from GTB National College Dakha, Ludhiana with 79.5% in Panjab university (got 8<sup>th</sup> position in Panjab university I December 2017 examination)
- **2016 –** Completed CBSE Senior Secondary with commerce with 86.8% marks
- **2014-** Completed CBSE Matriculation with 9.6 CGPA

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## **Awards & Acknowledgements**

- Received ROLL OF HONOUR for continuous topper in College in Graduation
- Member of Commerce Association during College
- Project Manager during events and activities in College
- Class Representative during school
- Eager Participant in extra- curricular activities like Teej Fest, Youth festival, sports, declamation, Gurupurab festivals
- Recognized as a good leader during trips and event planning