RESUME

# Mrs. JAGJEET KAUR

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# Job Objectives

To work with a reputed institution, that will provide me a good platform to utilize my teaching & administration skills and will help me to grow my career.

# Professional Skills

* Posses about seven years experience in the field of education (both teaching and administration).
* Good communication and comprehension abilities.
* Conducted the subject lectures regularly, keeping an eye on the understanding of the students.
* Carried out practical sessions with explanation about the purpose of the experiment and the procedures that follow to seek results.
* Carried out debate sessions in regular classes to help students to understand the subject better.
* Arranged expert meets for students on a periodic basis to create an interest about subjects.
* Arranging competitions for the students for being skillful in language skills i.e. essay competition, grammar related competition etc.
* Organizing the tests for students in order to evaluate their progress.
* Providing the proper feedback to the students for the further development.
* Attending the meetings with the staff and the parents.
* Communicating with the parents regarding to the progress of the students.
* Arranging the seminars and guest lecturers for students for their personality development.
* Helping students to accomplish the project work.

# Education Qualification

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| --- | --- | --- | --- |
| **Class** | **Session** | **University** | **Result** |
| M.C.A | May 2008 | P.T.U. (Jalandhar) | 78.2% |
| B.C.A | APR. 2005 | P.U. (Chandigarh) | 64.4% |
| 12th | MAR. 2002 | P.S.E.B. (Mohali) | 65.3% |
| 10th | MAR. 2000 | P.S.E.B. (Mohali) | 69.8% |

**Professional Background**

* **UGC NET Qualified**
* Currently Working as an Assistant professor at **KIMT, Ludhiana.**
* Worked as an Assistant Professor from **July, 2008 to Feb, 2015** at **G.H.G. Khalsa College, Gurusar Sadhar.**
* Helped college administration to organize two **Inspire Camps**.
* Worked as an Assistant Professor from **July, 2019 to April, 2020** at **Khalsa College For Women, Ludhiana.**
* Performed duty as an **Examination’s** **Superintendent at Bajaj College**, **Chukimaan**.
* Worked as an Assistant Professor from **October, 2021 to Sep, 2022** at **Ludhiana Group of Colleges, Chaukiman.**
* **Worked on Live Project “**Employee Management System” in Java at **Punjab Communications Limited (Mohali)**.

# Technical Skills

* **Office Package:** Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint.
* **Languages Known:** C, C++, java, Data Structure in c, SQL server.
* **Markup Languages Known:** HTML,DHTML.
* **Internet Tool:** Java Script.

# Personal Details

**Date of Birth: 08-Jan-1984**

**Languages known:** English, Punjabi, Hindi.

**Address:** Jagjeet Kaur W/O Gurjit Singh,

V.P.O. Tugal, Near darwaja, Teh. Raikot, Distt. Ludhiana, Pin code: 142023.

# Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

# Place: Ludhiana

Jagjeet Kaur