

RAJWANT KAUR

H. NO. 4089, Gainda Wala Mohalla, Kartarpur

Disst: Jalandhar, Punjab India.

Present Address Al Qasimia Sharjah.

Mob.+971-581334736, Whatsapp +91-8437859461

Email: rajwantkaur8789@gmail.com



Personal Statement

Accomplished secondary school teacher with exceptional classroom management skills and a passion for helping pupils of all abilities achieve their potential.

I have been employed at several secondary schools in Indian county across all year groups. I have also undertaken management positions including as Head of the examination department. During my 8-years teaching career, I have crafted an extensive secondary school teaching skill set that enables me to create lesson plans that students find genuinely interesting, and produces exemplary results in examinations and pupil development.

Education

- B.SC ECONOMICS from GNDU in 2011.
- Pursuing Master of English from GNDU.

Other Education

- IELTS with 6 bands
- Basic knowledge of Gurbani

Professional Skills

- Have excellent communication & instructional skills.
- Ability to teach both English & Hindi.
- Working Knowledge with Computer & internet.
- Can plan and execute in class and outdoor educational activities & events.
- Can speak English, Hindi & Punjabi.

Computer Skills

- Proficiency in MS Office (MS Word, Excel &PowerPoint)
- Proficiency in typing Hindi & English

Employment History

May 24, 2013 –May 6, 2019: KG/General Teacher at Akal Academy Chak Mander .

Teaching Experience

Taught Xseed to kindergarten.

Taught Mathematics up to grade v students.

Worked as administrative assistant.

Key Responsibilities

- Planned lessons which adhered to the objectives of the curriculum while utilising a variety of teaching methodologies.
- Established positive relationships with students to facilitate learning.
- Used an effective teaching style to ensure students remained disciplined and attentive.
- Provided the parents of students with feedback at meetings.
- Contributed to staff and departmental meetings.

Key Achievements

- Developed and implemented new learning strategies.
- Improved the academic performance of students in comparison to previous years.

May 7, 2019- present : : KG/General Teacher at Akal Academy Ghugg.

Teaching Experience

- Teaching Hindi, Divinity to students.
- Teaching Mathematics & Computer to students.
- Working as an Examination Incharge.
- Working as an administrative assistant.

Key Responsibilities

- Developed appropriate skills and social abilities in students according to their age, aptitude, and ability.
- Was responsible for planning all of the classroom's lessons to ensure they were in line with the national secondary school curriculum.

- Implemented a brand-new teaching strategy designed to help bring less well-known divinity topics to life in a manner which ensured pupils were engaged.
- Maintaining discipline in a challenging classroom environment.
- Prepared and assessed students for examinations and motivated them to succeed in their studies.
- Maintained an up to date knowledge of the curriculum structure and new teaching methods.
- Ability to manage classroom as well as Examination cell

Key Achievements

- Implemented an advanced program designed to assist students and teachers.
- Formulated a new teaching tactic that enabled students who were lagging behind to catch up to the rest of the class, without causing issues to high-performance students..

Personal Skills

Honesty

Spirit

Supportive

Helpful

Hobbies

Reading

Writing

Listening to Music

Drawing

Additional Information

I have been a member of the Baru Sahib Institute since 2013. During that time, I have attended various seminars and workshops to learn more and more.

References Available Upon Request

पासपोर्ट नं./ Passport No.

IND

उपनाम / Surname

T6020434



दिया गया नाम / Given Name(s)

RAJWANT KAUR

राष्ट्रीयता / Nationality

लिंग / Sex

જન્મતિથિ / Date of Birth

भारतीय / INDIAN

F

23/04/1989

जन्म स्थान / Place of Birth

GOBINDPUR, PUNJAB

जारी करने का स्थान / Place of Issue

JALANDHAR

जारी करने की तिथि / Date of Issue

समाप्ति की तिथि / Date of Expiry

13/08/2019

12/08/2029

[illegible]

T6020434<2IND8904230F29Q8122<<<<<<<<<<<<<<<<2

OBSERVATION / निरीक्षण

MISCELLANEOUS SERVICE / विविध सेवा



T6020434

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

AJIT SINGH

माता का नाम / Name of Mother

JOGINDER KAUR

पति या पत्नी का नाम / Name of Spouse

RAVINDER SINGH

पता / Address

HOUSE NO.4089 WARD NO.9 GAINDA WALA MOHALLA

KARTARPUR, JALANDHAR

PIN:144801, PUNJAB, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

S9305173

07/01/2019

JALANDHAR

फाइल नं. / File No.

JA2073952623619

Test Report Form

GENERAL TRAINING

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

IN855

Date

24/JUL/2021

Candidate Number

100724

Candidate Details

Family Name

-

First Name

RAJWANT KAUR

Candidate ID

T6020434



Date of Birth

23/04/1989

Sex (M/F)

F

Scheme Code

Private Candidate

Country or Region
of Origin

Country of
Nationality

INDIA

First Language

PUNJABI

Test Results

Listening

6.0

Reading

6.0

Writing

6.5

Speaking

6.0

Overall
Band
Score

6.0

CEFR
Level

B2

Administrator Comments

Centre stamp



Validation stamp



Administrator's
Signature

[Signature]

Date

06/08/2021

Test Report Form
Number

21IN100724TR855G

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ



ਰਜਿਸਟਰਡ ਨੰ.: 2008.ਐਸਬੀ/ਏ.266
Regd. No.: 2008.SB /A.266

ਬੈਚੁਲਰ ਆਫ ਸਾਇੰਸ

ਰੋਲ ਨੰ.
Roll No.] 329255

ਪ੍ਰਮਾਣਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ
ਅਤੇ ਸ਼੍ਰੀਮਤੀ ਜੋਗਿੰਦਰ ਕੌਰ ਨੇ
ਤੋਂ ਨਿਸ਼ਚਿਤ ਕੋਰਸ ਦਾ ਅਧਿਐਨ ਕਰਨ ਉਪਰੰਤ ਅਪ੍ਰੈਲ, 2011 ਵਿਚ ਹੇਠੀ ਲੇਬੋਰੇਟਰੀ ਪ੍ਰੀਖਿਆ ਪਹਿਲੀ ਡਿਵੀਜ਼ਨ ਵਿਚ ਪਾਸ ਕਰਕੇ
ਬੈਚੁਲਰ ਆਫ ਸਾਇੰਸ ਦੀ ਡਿਗਰੀ ਪ੍ਰਾਪਤ ਕੀਤੀ ਹੈ।

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ Bachelor of Science

This is to certify that
and Mrs. JOGINDER KAUR and of the son/daughter of Mr. AJIT SINGH
pursuing the prescribed course of study and passed the requisite Examination, held in APRIL, 2011 has been admitted to the Degree of
Bachelor of Science and been placed in First Division.

ਯੂਨੀਵਰਸਿਟੀ ਸੀਲ ਅਧੀਨ ਪ੍ਰਮਾਣਿਤ ਕੀਤੀ ਗਈ।
Given under the seal of the University.

ਪ੍ਰੋਫੈਸਰ ਇੰਚਾਰਜ (ਪ੍ਰੀਖਿਆਵਾਂ)
Professor Incharge (Examinations)
ਅੰਮ੍ਰਿਤਸਰ June 14, 2011
ਰਜਿਸਟਰਾਰ
Registrar
ਉਪ ਕੁਲਪਤੀ
Vice Chancellor
ਕੁਲਪਤੀ
Chancellor

Comments

RAJEEV KUMAR
SDM (Gandhi Nagar)
O/o District Magistrate (East)
Govt. of NCT of Delhi
L.M. Bhand, Shastri Nagar, Delhi-31



ATTESTED

UNITED ARAB EMIRATES
Ministry of Foreign Affairs
and International Cooperation
10/11/2021 08:19
NO 21010112015
Fee : INR 3030 12
10/11/2021 08:19
UNITED ARAB EMIRATES
Ministry of Foreign Affairs
and International Cooperation

1202 NOV 2021



AKAL ACADEMY GHUGG

VILLAGE GHUGG SHORE POST OFFICE PATTAR KALAN TEHSIL KARTARPUR DISTT. JALANDHAR PUNJAB

Tele. 9875987264 (Run by Kalgidhar Trust Baru Sahib) E-mail: aaghugg@akalacademy.ac.in

Ref No: AAG 394/10/2021-22

Dated :- 23-11-2021

TO WHOM IT MAY CONCERN

It is certified that Rajwant Kaur D/O S. Ajit Singh has been working as General/KG Teacher since 6th May, 2019 at Akal Academy Ghugg. Her work and conduct is very good.


Principal

Akal Academy Ghugg

Principal
Akal Academy
Ghugg (Jalandhar)

AKAL ACADEMY GHUGG

Village - Ghugg Shore, P.O. - Pattr Kalan,
Tehsil - Kartarpur, Distt. Jalandhar, Punjab - 144801

☎ +91 9875987264 | +91 9875987405
aaghugg@akalacademy.ac.in

HEAD OFFICE:

BARU SAHIB, Via Rajgarh,

Distt. Sirmour, Himachal Pradesh - 173101, INDIA

www.akalacademy.in ☎ +91 9816400510

THE KALGIDHAR TRUST/ SOCIETY

P.O. BARU SAHIB (VIA RAJGARH), DISTT. SIRMORE, HIMACHAL PRADESH - 173101
Tele: 01799-276003, 98160-33303/4/5, Fax - 084316-02277, e-mail: hr@barusahib.org

Ref. No: Appt/Gen/KTS/HR/2280/13

Date: 23.05.13

To

Ms. Rajwant Kaur D/o S. Ajit Singh.
Address: V.P.O.P: Gobindpur, Distt: S.B.S. Nagar.
Contact No: 088726-94784, 094177-92681.

Subject: Appointment against the post of K.G/ General Teacher at Akal Academy, Chak Mander.

With reference to your application for appointment against the above mention post, we are pleased to inform you that you have been selected for the same and offer you this post, on temporary basis, on the following terms and conditions:

- (i) You will draw a basic salary of Rs. 5,280/- +25% D.A per month.
- (ii) You shall serve this organization for a minimum period of three years.
- (iii) You will be on probation for a period of 12 months from the date of joining. This period of probation may be extended for a further period not exceeding one year. Your services can be terminated during the period of probation without any notice and without assigning any reason therefor.
- (iv) In case you wish to be relieved after completing a minimum service of three years, you shall have to give three months' notice in writing or pay three months' salary in lieu thereof. The management shall also be at liberty to terminate your services at any time without assigning any reason, after the completion of the period of probation, by giving you 3 months' notice in writing or three months' salary in lieu thereof.
- (v) Your services shall be governed by the provisions of the Rules, Regulations and Guidelines of the Organization as framed and modified by the Management from time to time.
- (vi) If you avail the facility of board and lodging, in case it is available at the place of your posting, you shall be liable to pay the prescribed charges for the same.
- (vii) You shall have to deposit an amount equivalent to 2 months' gross salary or Rs. 24,000/-, whichever is less. In case, your monthly salary is above Rs. 24,000/-, you shall have to deposit one month's salary as security. This amount shall be deducted from your salary in 24 equal monthly installments. If at any time, after completing three years of service, you decide to leave the service, this amount of security shall be refundable to you, after adjusting the amount, if any, due from you. This amount, however, will be forfeited in case you leave the service before completion of three years of service.
- (viii) In case you have been given pre-appointment training for which you have deposited an amount of Rs.2,500/- as security that shall be refunded to you on completion of three years' service.
- (ix) You shall be entitled to leave/vacations every year in accordance with the norms/policy of the Institution/Academy in which you are posted.
- (x) You shall be a whole-time employee of the Organization and shall not engage in any other employment, business, profession and trade whether directly or indirectly. You are expected to devote your energy and efforts towards the affairs of this Organization whole heartedly and work honestly and diligently.
- (xi) You are liable to be transferred to any other institution managed or run by this Organization anywhere in India.
- (xii) You shall submit your Medical Fitness Certificate from a qualified MBBS Doctor along with original test reports on Hb, ESR, Chest X-ray and Pregnancy Test (for married female candidate only) within one month of your joining duty.

2. In case the above terms and conditions are acceptable, you should report yourself for duty at Akal Academy, Chak Mander by 24th May, 2013 positively, failing which this offer of appointment shall be treated to have been withdrawn.

3. Joining instructions and appropriate notes, given overleaf, may please be perused for guidance and compliance.


Secretary
The Kalgidhar Trust/ Society

P.T.O

JOINING INSTRUCTIONS

Akal Academy congratulates and welcomes you on your induction into the Akal Academy family.

- 1) Please ensure your arrival (for those required to stay in Hostels) at place of your posting at least one day earlier to the joining date which is given to you at the time of your selection or as given in the appointment letter.
- 2) Please bring your bedding comprising of mattress, bed sheets, pillow and quilt/blanket etc. in case you are required to stay at the place of your posting.
- 3) Please go through all the Rules and Guidelines as laid down by Academy, before joining duties.
- 4) You are expected to carry your original certificates along with duly attested photocopies, character certificate (issued by Panchayat Pradhan, M.C., or a Gazetted Officer not related to you) and four attested copies of your recent photograph. Your first salary will be released only after the aforesaid documents are furnished, checked and found in order.
- 5) In reverence to the sanctity of sacred profession and school atmosphere, the Management expects a decent and sober dress to be worn by all staff members. T-shirts and Jeans, both by male and female members of the staff, are not permitted. We expect our staff members to be role models in their conduct, turn-out, simplicity and politeness.

Male members of the teaching staff shall have to wear white shirts and trousers of some sober colour and female members of the teaching staff shall wear white or some light coloured Sarees, Salwar- Kameej and Duppata at least two days in a week, which shall be intimated to you by the Principal/Headmistress at the time of joining. During winters you may wear sweaters and coats of some sober colours. Lady staff members may not wear heavy jewellery while on duty.

- 6) Salaries of staff are disbursed through Bank. Staff members are advised to open their respective bank account with the Bank, with which Academy's accounts are being maintained.
- 7) Within the perimeter boundary of Akal Academies, you should not be under the influence of or in possession of tobacco, alcohol or any other intoxicant.

NOTES

- 1) At present the charges for board and lodging facilities are 60 % of Rs. 1350/- per month.
- 2) You have deposited Rs.2,500/- as security at Baru Sahib for pre induction training. This is to be returned only on completion of 3 years of service.

Forwarded to
Ms. Rajwant
Kaur

Kaur
25/5/13


Secretary
The Kalgidhar Trust/ Society.

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ



Guru Nanak Dev University

ਨਤੀਜਾ ਅਤੇ ਅੰਕ ਵੇਰਵਾ ਕਾਰਡ

Roll No. : 226346

ਰਜਿ. ਨੰ. : 2008.ਐਸਬੀ/ਏ.266

Regd.No. : 2008.SB/A.266

RESULT-CUM-DETAILED MARKS CARD

ਬੀ.ਐਸ.ਸੀ. ਭਾਗ ਦੂਜਾ (12+3 ਸਿੱਖਿਆ ਪ੍ਰਣਾਲੀ) ਪ੍ਰੀਖਿਆ ਅਪ੍ਰੈਲ, 2010
B.Sc. Part-II (12+3 System of Education) Examination April 2010

ਨਾਮ : ਰਾਜਵੰਤ ਕੌਰ

Name : RAJWANT KAUR

ਪਿਤਾ ਦਾ ਨਾਮ : ਅਜੀਤ ਸਿੰਘ

Father's Name : AJIT SINGH

ਮਾਤਾ ਦਾ ਨਾਮ : ਜੋਗਿੰਦਰ ਕੌਰ

Mother's Name : JOGINDER KAUR

College Name : S.N. COLLEGE, BANGA

ਕ੍ਰਮ ਅੰਕ Sr. No.	(ਪ੍ਰਾਪਤ ਅੰਕਾਂ ਦਾ ਵੇਰਵਾ Detail of Marks Obtained)		ਪ੍ਰਾਪਤ ਅੰਕ Marks Obtained	ਘੱਟੋ ਘੱਟ ਪਾਸ ਅੰਕ Minimum Pass Marks	ਕੁਲ ਅੰਕ Maximum Marks
	ਵਿਸ਼ਾ Subjects				
1.	ਅੰਗ੍ਰੇਜ਼ੀ (ਲਾਜ਼ਮੀ) ENGLISH (COMPULSORY)		65	35	100
2.	ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ) PUNJABI (COMPULSORY)		66	35	100
3.	ਕੰਪਿਊਟਰ ਵਰਤੋਂ COMPUTER APPLICATION	Th. : 84 Pr. : 45	129	70	200
4.	ਅਰਥ ਸ਼ਾਸਤਰ ECONOMICS		96	70	200
5.	ਗਣਿਤ MATHEMATICS		138	70	200
ਜੋੜ Total Marks			494		800

ਪਾਸ । ਕੁਲ ਪ੍ਰਾਪਤ ਅੰਕ : ਚਾਰ ਸੌ ਚੁਰਾਨਵੇਂ ।

PASSED. Total Marks Obtained : Four Hundred and Ninety-Four.

AMRITSAR

June 23, 2010

[Signature]

PROFESSOR INCHARGE (EXAMS.)

Note: Detail Marks Card void if Hologram tampered.

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ



Guru Nanak Dev University

ਨਤੀਜਾ ਅਤੇ ਅੰਕ ਵੇਰਵਾ ਕਾਰਡ

RESULT-CUM-DETAILED MARKS CARD

Roll No. : 145036

ਰਜਿ. ਨੰ. : 2008.ਐਸਬੀ/ਏ.266

Regd. No. : 2008.SB/A.266

ਬੀ.ਐਸ.ਸੀ. ਭਾਗ ਪਹਿਲਾ (12+3 ਸਿੱਖਿਆ ਪ੍ਰਣਾਲੀ) ਪ੍ਰੀਖਿਆ, ਅਪ੍ਰੈਲ-2009
B.Sc. Part-I (12+3 System of Education) Examination, April-2009

ਨਾਮ : ਰਾਜਵੰਤ ਕੌਰ

Name : RAJWANT KAUR

ਪਿਤਾ ਦਾ ਨਾਮ : ਅਜੀਤ ਸਿੰਘ

Father's Name : AJIT SINGH

ਮਾਤਾ ਦਾ ਨਾਮ : ਜੋਗਿੰਦਰ ਕੌਰ

Mother's Name : JOGINDER KAUR

ਕਾਲਜ ਦਾ ਨਾਮ - ਐਸ ਐਨ ਕਾਲਜ, ਬੰਗਾ

ਕ੍ਰਮ ਅੰਕ Sr. No.	(ਪ੍ਰਾਪਤ ਅੰਕਾਂ ਦਾ ਵੇਰਵਾ ਵਿਸ਼ਾ Subjects)	Detail of Marks Obtained		
		ਪ੍ਰਾਪਤ ਅੰਕ Marks Obtained	ਘੱਟੋ ਘੱਟ ਪਾਸ ਅੰਕ Minimum Pass Marks	ਕੁਲ ਅੰਕ Maximum Marks
1.	ਅੰਗ੍ਰੇਜ਼ੀ (ਲਾਜ਼ਮੀ) ENGLISH (COMPULSORY)	42	35	100
2.	ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ) PUNJABI (COMPULSORY)	66	35	100
3.	ਕੰਪਿਊਟਰ ਵਰਤੋਂ COMPUTER APPLICATION	120	70	200
4.	ਅਰਥ ਸ਼ਾਸਤਰ ECONOMICS	87	70	200
5.	ਗਣਿਤ MATHEMATICS	99	70	200
ਜੋੜ Total		414		800

ਪਾਸ । ਕੁਲ ਪ੍ਰਾਪਤ ਅੰਕ : ਚਾਰ ਸੌ ਚੌਦਾਂ ।

PASSED : Total Marks Obtained : Four Hundred Fourteen.

AMRITSAR

July 28, 2009

PROFESSOR INCHARGE (EXAMS.)

Note: Detail Marks Card void if Hologram tampered.



ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ



Guru Nanak Dev University

Roll No. : **329255**

ਨਤੀਜਾ ਅਤੇ ਅੰਕ ਵੇਰਵਾ ਕਾਰਡ

ਰਜਿ. ਨੰ. : 2008.ਐਸਬੀ/ਏ.266

RESULT_CUM_DETAILED_MARKS_CARD

Regd.No. : 2008.SB/A.266

ਬੀ.ਐਸ.ਸੀ. ਭਾਗ ਤੀਜਾ (12+3 ਸਿੱਖਿਆ ਪ੍ਰਣਾਲੀ) ਪ੍ਰੀਖਿਆ ਅਪ੍ਰੈਲ, 2011
B.Sc. Part-III (12+3 System of Education) Examination April 2011

ਨਾਮ : ਰਾਜਵੰਤ ਕੌਰ

Name : RAJWANT KAUR

ਪਿਤਾ ਦਾ ਨਾਮ : ਅਜੀਤ ਸਿੰਘ

Father's Name : AJIT SINGH

ਮਾਤਾ ਦਾ ਨਾਮ : ਜੋਗਿੰਦਰ ਕੌਰ

Mother's Name : JOGINDER KAUR

College Name : S.N. COLLEGE, BANGA

ਕ੍ਰਮ ਅੰਕ	ਵਿਸ਼ਾ		ਪ੍ਰਾਪਤ ਅੰਕ	ਘੱਟੋ ਘੱਟ ਪਾਸ ਅੰਕ	ਕੁਲ ਅੰਕ
Sr. No.	Paper	Subjects	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.	ਅੰਗ੍ਰੇਜ਼ੀ (ਲਾਜ਼ਮੀ)	ENGLISH (COMPULSORY)	60	35	100
2.	ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)	PUNJABI (COMPULSORY)	67	35	100
3.	ਕੰਪਿਊਟਰ ਵਰਤੋਂ	COMPUTER APPLICATION	A-49, B-47 Pr. : 41	70	200
4.	ਅਰਥ ਸ਼ਾਸਤਰ	ECONOMICS	A-54, B-89	70	200
5.	ਗਣਿਤ	MATHEMATICS	A-46, B-41, C-26	70	200
			Total Marks	520	800
			Marks Obtained in B.Sc. Part-I	414	800
			Marks Obtained in B.Sc. Part-II	494	800
			Division Grace	12	
			ਕੁਲ ਜੋੜ	1440	2400
			Grand Total		

Note : Passed special subject in Environmental Studies.

ਪਾਸ । ਕੁਲ ਪ੍ਰਾਪਤ ਅੰਕ : ਇੱਕ ਹਜ਼ਾਰ ਚਾਰ ਸੌ ਚਾਲੀ ।

PASSED. Total Marks Obtained : One Thousand Four Hundred and Forty.

AMRITSAR

June 14, 2011

PROFESSOR INCHARGE (EXAMS.)

Note : Grade Report Card/Detail Marks Card void if Hologram tampered