



Contact Information

- 📍 Al Karama, Dubai, UAE
- 📞 (971) 567924538
- ✉ lahkvirkaur11121991@gmail.com

SKILLS

Professional

- ❖ Good communication and Analytical skills
- ❖ Hard working and educated
- ❖ Negotiations Skill
- ❖ Communication Skill
- ❖ Aiming to achieve monthly Target.

Personal

- ✓ Ability to work under pressure
- ✓ Creative and innovative
- ✓ Time management skills

Personal Details

- **Date of Birth:** 11/12/1991
- **Gender:** Female
- **Nationality:** Indian
- **Marital Status:** Single
- **Language known:** English
Hindi
Punjabi

LAKHVIR KAUR

TEACHER ASSISTANT

SUMMARY

To work in a position where I will increase gains in profit performance, revenue growth and market share by using my expertise and skills in business management and entrepreneurial drive.

WORK EXPERIENCE

- Worked as a **CASHIER** in **DAY TO DAY**, Dubai (2022)
- Worked as a **TEACHER** in **GOVERNMENT SCHOOL**, India (2018)
- Worked as a **CASHIER** in **HERO HONDA COMPANY**, India (2017)

EDUCATIONAL ATTAINMENT

- 🎓 **MASTER DEGREE IN ENGLISH**
- 🎓 **COMPUTER DIPLOMA**

DUTIES AND RESPONSIBILITIES

- Developing and issuing educational content including notes, tests, and assignments.
- Supervising classes to ensure all students are learning in a safe and productive environment.
- Delivering personalized instruction to each student by encouraging interactive learning.
- Planning and implementing educational activities and events.
- Ensuring your classroom is clean and orderly.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.

PASSPORT DETAILS

- | | | |
|-------------------------|---|------------------------|
| • Passport No | : | S2503490 |
| • Date of Issue | : | 13/06/2018 |
| • Date of Expiry | : | 12/06/2028 |
| • Visa status | : | Employment Visa |

DECLARATION

I hereby declare that all the information given above are true and correct with best of my knowledge.