**TARANPREET KAUR**

taranpreet.dhadwal@gmail.com| +91 8860246367

**SUMMARY** Experience of 3+ years in Legal and Insurance transcription, with prior experience of 1 year in interior designing. Committed individual having experience of teaching private primary tuitions, providing comprehensive supervision and support to students. Adept at creating an atmosphere conducive to learning while ensuring that the required curriculum is applied. Specialize in efficiently utilizing learning assets to foster a positive, productive learning environment through astute observation and engagement. My aim is to work to the best of my capabilities given a chance with your esteemed organization.

**EDUCATION**

**2011** 2 year Diploma in Interior Designing- South Delhi Polytechnic for Women

**2007** B.Sc. (H) Zoology - University of Delhi

**EXPERIENCE**

**Freelance (October 2013 onwards)**

I have been engaged in the work of Translation, Transcription, and Transliteration work prominently in three languages i.e. English, Hindi and Punjabi from last 5 years and have been working with few agencies such as Pie Multilingual

, KeyStroke Pro., TridIndia etc.

**Jan 15 onwards SILVER OAKS SAPLINGS Bathinda**

 ***Centre Head***

*A play school by Silver Oaks Group, an established name in the education industry which believes in child centric learning having theme based learning zones in lush green environment.*

* Responsible for handling official correspondence relating to the school and furnishing it with relevant details in the given time.
* Supervise, guide and control the work for teaching and non-teaching staff of the school.
* In charge of admission, preparation of school timetable, allocation of duties and teaching load to the teachers and provide necessary facilities to the teachers in discharge of their duties.
* Planning the year’s academic work in advance in consultation with colleagues and hold staff meetings, reviewing the work done during the month and assessing the progress of the pupils.
* Responsible for helping and guiding the teachers to promote their professional growth and actively encourage their participation in courses designed for in-service education for self-development to promote initiative of the teachers for self-improvement and encourage them to undertake experiments, which are educationally sound.
* Supervision of classroom teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
* Arrangement of special remedial teaching for the children belonging to the weaker sections of the community.
* Arrangement for informal and non-class room teaching and organization and coordination of various co-curricular activities through the house system.
* Responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by School Governing Body
* Responsible for managing events for different festivities throughout the year.
* Responsible for designing printing material for small in house events.

***\*Worked as a freelance trainer with Gyan Manthan Educational Services to empower teachers with new and innovative ideas.***

***Mar 14* – Dec 14 GENPACT Noida**

 ***Process Associate***

* Responsible for documenting the recorded conversation between the process representative and their customer and hence archiving them on client software.
* Conducted inter vertical insurance events.
* Appreciated for support in creative events of HR month.

**Apr 13 – Mar 14 Key Stroke Pro India Pvt Ltd Delhi**

*Keystroke Pro is a leading outsourcing expert in*[*Audio Transcription*](http://www.keystrokepro.com/content.php?filename=audiotranscription)*,*[*Accounting*](http://www.keystrokepro.com/content.php?filename=accountingservices)*and*[*Recruitment Industry*](http://www.keystrokepro.com/content.php?filename=recruitmentSrv) *Services.*

***Transcriber Level 1***

* Responsible for documenting legal letters and respective formats for Soliciting firms and Building Surveying firms
* Responsible for archiving the files on client’s database.

**Oct 11 – Apr 12 VM ARCHITECTS Delhi**

*VM Architects has been designing and executing projects, since 2007, throughout Delhi and NCR that include residential, commercial, housing, institutional, hospitality and interior designing.*

 ***Interior Designer***

* + Responsible for:Designingand Coordination of Project Logistics
	+ Cataloguing
	+ Estimation and Bill checking

**TECHNICAL SKILLS**

* Adequate knowledge of MS Office and Proficient typing skills
* Sound knowledge of the technicalities of the material used while designing
* Adequate knowledge of interior designing concepts
* Pursued Computers Aided Designing (AutoCAD 2011)
* Well versed with Chief Architect Designing Software

**ACADEMIC ACHIEVEMENTS**

1. Awarded with a Silver Medal for Excellence in Academics; C.B.S.E
2. Awarded with a Silver Medal for Excellence in Academics; C.B.S.E

**EXTRA CURRICULARS AND POSITIONS OF RESPONSIBILITY**

**2014**Rewarded Spot award for creative recognition in Genpact.

1. Awarded First Position in inter insurance debate competition in Genpact.
2. Awarded First Position in extempore competition in Genpact.
3. Awarded First prize in group dance competition.
4. Awarded First prize Inter house English Handwriting competition.
5. Junior diploma holder, First division in vocal music from Prayag Sangeet Samiti.

**PERSONAL DETAILS**

**Language Proficiency**: English, Hindi & Punjabi

**Interests**: Paper Art – Quilling, Reading fiction

**Address**: #91 North Estate, Bibiwala Road, Bathinda 151001

**Marital Status**: Married