

# Veerpal Kaur

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## PROFESSIONAL SUMMARY

Dynamic professional with a proven track record at Stoneway Convent School, excelling in training and mentoring new teachers. Adept at fostering a supportive learning environment while demonstrating strong verbal communication and problem-solving skills. Committed to enhancing team performance and ensuring student success through effective leadership and adaptability.

## SKILLS

- Strong Verbal Communication
- Team Leadership and Coordination
- Problem Solving
- Training and Mentoring
- Time Management
- Adaptability

## EXPERIENCE

Room Attendant  
AHS Hospitality, 2023 - 2024

- Cleaned guest rooms daily following hotel standards.

FOH Team Member  
Restaurant, 2022 - 2023

- Greeted customers warmly upon arrival and escorted them to their tables.
- Adhered to proper food handling guidelines, maintaining high standards of sanitation at all times.
- Cleaned and sanitized dining area to foster safe environment for guests.

School Coordinator  
Stoneway Convent School, 2018 - 2022

- Oversaw daily operations within school building, ensuring safe and supportive learning environment for students.

School Teacher  
Stoneway Convent School, 2015 - 2018

- Mentored new teachers by offering guidance on effective instructional strategies and classroom management techniques.
- Established clear expectations for student behavior and academic success at beginning of each school year or course session.
- Communicated regularly with parents regarding student progress, behavior, and upcoming events.

## EDUCATION

Bachelor of Science (B.S.)

Devsamaj College , Ferozepur, Punjab, India, Jul 2014

Bachelors of education

Guru Gobind Singh College of Education, Talwandi Sabo, Punjab, India, Jul 2015

Masters of Accounting

Kaplan Business school, Perth, WA, Feb 2025

**LANGUAGE**

English

Proficient (C2)