

Harleen-Kaur
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Education

City University of Hong Kong -BSc Biomedical Science	09/2023-06/2027
ECF Saint Too Canaan College -HKDSE	09/2017-07/2023

Work Experience

Cherry Kids English Education Centre, Hong Kong	
NET Teacher	06/2025-Present

- Taught English to young learners (ages 3–12) in small group settings
- Implemented Letterland Phonics to develop students' reading, phonics, and pronunciation skills
- Prepared students for Cambridge English exams (e.g. Starters, Movers, Flyers, PET) and local school assessments

Home Tutoring, Hong Kong	
Private Tutor	06/2023-03/2025

- Provided one-on-one tutoring to students in Mathematics, English, and Science subjects for primary and secondary school students.
- Assessed students' learning gaps and developed customized lesson plans to improve academic performance.
- Assisted with homework, exam preparation and concept improvement.

UHG, Hong Kong	
Accounting Intern	05/2023-08/2023

- Recorded and reconciled daily sales and expenses across multiple restaurant outlets.
- Prepared and maintained financial spreadsheets for revenue tracking, supplier invoices, and payroll.
- Assisted in monthly bank reconciliations and cash flow monitoring to support management decisions.
- Supported accounts payable by processing vendor invoices and ensuring timely payments.
- Assisted in budget preparation and cost analysis to evaluate branch performance.

Hong Kong East Cluster Hospital, Hong Kong	
Volunteer	05/2023-08/2023

- Supported patient services by guiding visitors, providing information, and ensuring a welcoming environment
- Assisted in organizing and coordinating hospital events and community outreach programs
- Recognized for outstanding dedication and reliability, receiving commendation from hospital administration.

Caritas Children and Youth Centre, Hong Kong	
Volunteer	10/2022-10/2022

- Supported underprivileged ethnic minority children with schoolwork, fostering understanding in subjects such as English and Math.
- Created an encouraging and structured learning environment to boost students' confidence and engagement.
- Developed strong communication, mentoring, and interpersonal skills while contributing to academic growth and motivation

Nina Hotel, Hong Kong	
Human Resource Intern	07/2022

- Supported administrative tasks including scheduling interviews, maintaining files, and preparing reports.
- Developed strong communication, organizational, and teamwork skills in a professional hospitality environment.
- Gained exposure to corporate HR processes, professional etiquette, and workplace operations.

Language ability

Computer Skills

English	Fluent	Microsoft Office Suite	Proficient
Punjabi	Fluent	R program	Proficient
Cantonese	Fair		
Hindi	Fluent		