

MAAHIN NOOR

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PROFILE

UGC NET Qualified 2025 | English Educator | 5+ years of teaching experience | **ELT Instructor**

EDUCATION

- **Master of Arts in English** 2026
Patna Women's College, Patna University
- **Bachelor of Arts in English (Hons.)** 2024
Patna Women's College, Patna University
- **Class 12, CBSE** 2021
South Point Public School, Patna
- **Class 10, ICSE** 2019
Carmel High School, Patna

COURSES

- **Human Resource Management (Certificate Level)** 2022
Patna Women's College

WORK EXPERIENCE

- **English Faculty, Bhanzu (Remote)** February 2026 – April 2026
 - Conducted online sessions for **international students** focusing on **spoken English** and communication skills.
 - Guided students through **grammar, vocabulary, and comprehension** exercises.
 - Encouraged active classroom participation through **engaging learning activities**.
- **English Educator, Heyy Guru, Patna (Remote)** July 2025 – May 2026
 - Delivering **interactive online English lessons** emphasizing student engagement.
 - Customized teaching strategies based on individual learning requirements.
 - Encouraged active participation through discussions and **activity-based learning**.
- **Freelance Tutor (Self-Employed), Patna** 2019 – 2025
 - Tutored **primary and higher secondary** students in English and Social Sciences.
 - Guided students in reading comprehension, grammar, writing, and literature analysis.
 - Assisted with **exam preparation**, assignments, and **confidence development**.
- **Teacher, Hirawal** July 2023 – December 2023
 - Conducted **academic sessions for underprivileged** children to enhance learning outcomes.
 - Strengthened classroom management and community outreach skills.
- **Human Resource Intern, V-Mart Retail Ltd, Patna** March 2022 – June 2022
 - Served as **Intern Coordinator** managing communication and task allocation.
 - **Acted as SPOC** for store events including V-Mart Little Superstar.
 - **Awarded with Best Intern** in the Summer Internship Program.
- **HR Assistant Team Leader, Asiana Times (Internship)** June 2022 – August 2022
 - Assisted in recruitment including resume screening and interview coordination.
 - **Promoted to Assistant Team Leader** for effective intern task management.
- **Human Resource Executive, Aasman Foundation (Internship)** June 2022 – July 2022
 - Maintained HR documentation and supported intern onboarding.
 - Coordinated daily HR activities with team members.

SKILLS

- **Technical Skills:** MS Office, OBS Studio
- **Creative Skills:** Content Writing, Canva, Photography
- **Communication Skills:** Written & Verbal Communication, Proofreading, Editing
- **Management Skills:** Event Planning, Coordination, Teamwork, Leadership, Adaptability & Multitasking