

Harpreet Ralh

Computer Operator



📍 Sharjah UAE

☎ 0522953765

✉ harpreetralh643@gmail.com

Articulate Computer Teacher offering **Number**-year background teaching computer principles to students at various levels. Motivating and encouraging educator with excellent knowledge of computer hardware and software and solid program presentation skills. Well-versed in developing course syllabus and implementing new technologies into teaching. Patient individual committed to continuous development.

📁 Work History

2022-08 - 2023-11

● Computer Lab Instructor

Ambition Academy, Banga, Punjab, India

- Assisted in creating a safe and nurturing classroom environment that promoted emotional well-being and academic growth for all students.
- Supported students in developing social skills through structured activities and positive reinforcement techniques.
- Collaborated with teachers and therapists to develop individualized educational plans for each student, ensuring optimal progress.
- Managed resources effectively by maintaining an organized inventory of classroom technology equipment and software licenses.

🎓 Education

2023-02

● Computer Accounting

Bhogal Computers - Banga, Punjab, India

2022-12

● Office Automation

Bhogal Computers - Banga, Punjab, India

2022-07

● Bachelor Of Computer Applications

Amardeep Singh Memorial College - Mukandpur, Punjab, India

🛠 Skills

- Ms Office
- Advance Excel
- Advance Access
- Accounting Software
- Coding Software
- Software Installation
- Computer Hardware



🏆 Strengths

- Honest
- Time Management
- Hard Working
- Flexibility
- Friendly
- Punctuality

⚽ Interests

- Cricket
- Travel
- Reading

🗨 Languages

- English
- Hindi
- Punjabi

