

# Kainat BIBI

Mobile: +852-9876-5432

Email: emailaddress@gmail.com

Address, Address, Hong Kong

## Education

Sep 2018 – Jun 2020

**Community College of XYZ University, Hong Kong**

Associate Degree in Social Sciences (Sociology)

Sep 2012 – July 2018

**ABC Secondary School, Hong Kong**

Secondary 1 - Secondary 6

HKDSE

English Language: Level 5\*

## Working Experience

**Private English Teacher**

**Sep 2019 – Present**

- Provided tutorial services to 20 primary students

**GHI Company**

**Sep, 2018 – Sep, 2019**

*Office Assistant (Part Time)*

- Provided office support to Sales team
- Prepared monthly report

## Volunteering

**JKL Centre for Ethnic Minorities**

**Sep, 2019 – Present**

*Tutorial English Teacher*

- Provided free tutorial services to 10 primary students

**MOPQ Community Centre**

**Jul, 2019 – Aug, 2019**

*Event Helper (Part Time)*

- Supported Social Workers in organising events for ethnic minorities, 2 camping activities, 2 chess competitions

## Extra-Curricular Activities

- Team Member, Chess Team Sep 2013 – Jul 2018
- Piano (Level 4)
- Prefect Sep 2015 – Jul 2018
- Librarian Sep 2015 – Jul 2018

## Computer Skills

- MS Word,
- MS Excel
- MS PowerPoint
- Wix, for building website
- Photo Shop

## Languages

Written:

- English: Proficient
- Chinese: Basic

Spoken:

- English: Fluent
- Cantonese: Fluent
- Urdu: Native
- Punjabi: Native