



Gurpreet Kaur Layal

N.C.206 , Kot Kishan Chand

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CAREER OBJECTIVE

To encourage creativity and higher-order thinking in a way that increases student performance.

ACHIEVEMENTS

- ❖ Awarded as a best teacher of the School.
- ❖ Awarded as best teacher in Academics.
- ❖ Awarded for Punctuality.
- ❖ Awarded as best teacher by " Bhartiya Vikas Parishad "

PROFESSIONAL EDUCATION

- ❖ B. Ed regular from Guru Nanak Dev University with **First Division**
- ❖ M.A. (Hindi) from Guru Nanak Dev University with **First Division**
- ❖ M.A. (Political Science) from Guru Nanak Dev University with **Second Division**
- ❖ B.A. regular from Guru Nanak Dev University with **Second Division**
- ❖ Senior secondary from PSEB with **First Division**
- ❖ Higher secondary from PSEB with **Second Division**
- ❖ Diploma in Computer Application & Desk Top Publishing

IT SKILLS

- ❖ **MS Office** : MS-Word , MS-Excel , MS-Power Point
- ❖ **Operating system** : XP Professional ,Windows7, MS-DOS, Windows10
- ❖ **Proficiency in Hindi/English/Punjabi Typing**

WORK EXPERIENCE (21 YEARS)

- ❖ Working as **TGT (Hindi)** at **CT Public School**
- ❖ Worked as **TGT (Hindi)** at **Guru Amardass Public School**
- ❖ Worked as **TGT (Hindi)** at **CT Public School**
- ❖ Worked as **TGT (S.St.)** at **Guru Nanak Public School**
- ❖ Worked as **PGT & HOD** of Computer Department at **Dev Raj Girls Sr.Sec. School**

RESPONSIBILITIES

- ❖ Classes teach : III to XII (CBSE syllabus)
- ❖ Teaching through drama presentation / role play ,House master, Activity based teaching
- ❖ Preparation of Annual Calendar ,student counseling in residential atmosphere , scouts & guide

CO – CURRICULAR ACTIVITIES

- ❖ Annual Day Celebration .
- ❖ District/State level Competitions .
- ❖ In House Competitions.
- ❖ Escorting students for various district level, cluster level, regional level competitions.

WORKSHOP /SEMINARS/CONFERENCES

- ❖ Attended the training on capacity building program on CCE & life skills in 2013
- ❖ Attended the training on capacity building program on CCE & life skills in 2015
- ❖ Attended Hindi workshop organized by Cambridge International school for girls under Sankalap in 2013
- ❖ Attended Hindi workshop organized by Cambridge International school for girls under Sambodhan in 2015
- ❖ Certificate of participation in National Conference
- ❖ Certified with Thanks by The Bharat Scouts & Guides. Punjab

STRENGTHS

- ❖ Sincere and I thoroughly enjoy working.
- ❖ Highly optimistic and can handle any amount of stress at work.
- ❖ Happy and satisfied when I achieve my target and appreciation for goal.

PERSONAL INFORMATION

- ❖ Date of birth : 12 March, 1977
- ❖ Nationality : Indian
- ❖ Marital Status : Married
- ❖ Husband's Name : S. Sukhjinder Singh
- ❖ Language Known : Hindi , Punjabi , English
- ❖ Hobbies : Reading ,Painting, Cooking ,Internet Surfing
- ❖ Address: N.C. 206 , Kot Kishan Chand ,Hoshiarpur Road, Jalandhar

Dated : 30/3/2021

Signature