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| **Manpreet Singh**  [manpreetsinghtt@gmail.com](mailto:manpreetsinghtt@gmail.com)  H.No.5, Street No. 3,  Satnam Nagar, Choggati  Jalandhar -144009  **Mob : 8146566030** | DSC00382.JPG |
| **Objective Overview and Key Attributes**  My main strengths are adaptability, dependability and the determination to get a job done as proven by my varied work experiences in college level teaching, managing staff as HOD & principal and now as an administrative officer. I try to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally. I am able to work well both on my own initiative and as part of a team.   * Self motivated Post Graduate with well developed project management and IT skills combined with a flexible attitude to work. * A critical thinker with strong analytical skills * Good organisational skills developed in a variety of deadline orientated situations. * Get on well with people at all levels, easily making good working relationships. * Have good presentation skills combining sound analytical research and clear verbal explanation. * Seek out new responsibilities irrespective of reward and recognition. * Strive for quality in everything I do. | |
| **Education and certification**   * Masters in Software * Master in Information Technology * Post Graduate Diploma in Maintenance and Networking * Post Graduate Diploma in Computer Applications * Bachelor of Science ( Physics, Chemistry, Mathematics) * +2 in Science   **Participation**   * **Participate in various seminar and conferences organized by Guru Nanak Dev University, Amritsar** * **Participate and preset paper on ‘Role of Computer in Education in Remote Areas’ organized by NIT, Jlandhar.**   **Technical Skills**   * **C, C++, FoxPro, HTML, DHTML, JavaScript, PHP, SQLPlus, PhotoShop, CololDraw, Ms Offic.** | |
| **Employment Experience**  **Administrative Officer :**  Akal Academy, Dhanal Kalan  **September 2014 to till date**  **Salient Job Profile & Achievements**   * Maintenance & Manage of school estate. * Scrutiny of log books and randomly checking of school stores. * Taken care of general maintenance of school * Develop parents friendly fee collection system before that lack of proper maintenance of record parents feels uncomfortable. * Maintain proper record of various materials received in different types of stock registers. * Prepare all the document and building requirements required for School Upgradation upto +2 level and now school has got upgradation letter by CBSE. * Reduce and control unnecessarily mess expenditure   **Principal** : G.N.P.K.S Public School, Nadala (C.B.S.E Affiliated upto +2)  **September 2012 to August 2014**  **Salient Job Profile & Achievements**   * To improve academic level of education and to maintain overall discipline. * Strictly follow CBSE instruction and guide the other staff members too.   + - Planning and suggest school management committee members new ides for the betterment students as well as school. * Increase the school strength from 860 to 992 * During session 2013-14 five students cleared competitive exam. * Special coaching classes were arranged for +1 & +2 student for competitive exam * Manage and plan day to today routine work. * Introduce some new teaching tools such as smart board | |
| **Assistance Professor** : G.N.P.K.S College, Nadala   **July 2003 to September 2012**  **Salient Job Profile & Achievements**   * + Along with Teaching respond to university letters related to compter Sc. Dept.   + Organised different seminars and workshop time to time.   + Remain the HOD of 8 years, manage the department for its smooth working.   + Maintenance of three computer Labs. * Get approval to start PGDCA in 2005 from GNDU, Amritsar. * Get approval to start BCA in 2008 from GNDU, Amritsar. * Developed computerized fee collection system. * Being department head develop a new computer science block with latest equipments and ultra modern facilities. * Worked as one of the team member in preparing plan for acquiring grant from UGC for college development and received app 30 lacs from UGC in 2010. * Computer Labs maintenance and Networking. | |
| **Assistance Professor** : Guru Gobind Singh College, Sarhali   **July 2000 to September 2002**   * College Lecturer * Guru Gobind Singh College, Sarhali (Amritsar) * Teaching to BCA & BIT students | |
| **Programmer & Teacher** :   **July 1998 to September 2000**   * Programmer & Teacher * Developed software for fee collection * Teaching work | |