## **Gurjinder Kaur Virk**

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## Phone: 9646594430

**Objective:** To attain professional excellence & do justice to my profession at every stage of its development. To pursue a responsible & challenging career in a reputed organization with professional environment & good career growth.

**CONTENT WORK**

**Articles Written for website ‘www.chandigarhx.com’ (Available online under the name ‘Rimpy Virk’)**

* Short Punjabi Silent Film 'Palli' Echoes The Pain of Farmers Suicides
* Arts Courses| Top Institutes in Chandigarh To Fall In Love With Arts
* Why Was Only Le Corbusier Appointed to Design Chandigarh?
* Incredible Chandigarh Women Who Have Made Us Proud
* Scholarships in Universities In & Around Chandigarh
* Where Have All the Sabziwalas in Chandigarh Gone?
* Let’s Get Ready Head to Toe in Less than Rs. 2000
* Sector 17’s Losing Charm. What Has Gone Wrong?
* La Feria Chandigarh: A Must Visit for All Shopaholics

**Content Work at Masterprep Education Private Limited**

* Writing Essays, Letters, Speaking Cue Cards and Answers to Follow-Up Questions for IELTS Writing and Speaking Section
* Framing Questions and writing Answer Key for Readings for IELTS Reading Section
* Writing Listening Transcripts and framing Questions for IELTS Listening Section

**WORK EXPERIENCE**

**IELTS Trainer and Content Writer, Masterprep Education Limited Feb 2019-Current**

• Training students to sit for IELTS(International English Language Testing System) Examination

• Teaching English Language

• Conducting and Marking Mock IELTS Examinations

• Checking English Language Mistakes for students

• Teaching how to write Essays in English Language

• Writing content for the company.

**Senior Trainer, Chitkara University Aug 2016-July 2017**

**Job Responsibilities**

• Teaching English Language at university level using iInlingua Methodology

• Conducting student examinations and classes

• Conducting student interviews to check their ability to speak English Language

• Checking the English Language level of students.

**Assistant Trainer, Touchstone Educationals P/L Nov 2015- Aug 2016**

**Job Responsibities**

• Training students to sit for IELTS(International English Language Testing System) Examination

• Teaching English Language

• Conducting and Marking Mock IELTS Examinations

• Checking English Language Mistakes for students

• Teaching how to write Essays in English Language

• Training students for Reading, Writing, Listening and Interview Sections of IELTS Examination

**Customer Care Executive - Operations,**

**Tata Business Support Services Limited Dec, 2014-July, 2015**

**Job Responsibilities**

• Handling Customer Queries in an Inbound Call Centre environment

• Updating Customer Data

**At Home Nov, 2006- Nov,2014**

**National Centre for Vocational Education Research Ltd,**

**Graduate Economist, Jan, 2006-Oct, 2006**

**Job Responsibilities**

• Undertook analysis for Research Papers

• Performed Data Queries using SAS Programming

• Drew Charts and Graphs as part of Research Reports

**University of Adelaide, Australia**

**Tutor 2004- 2006**

• Assisted students with Fundamental Concepts in Macroeconomics to Semester 1 students

• Explained questions and tutored using examples, graphs and equations

• Provided academic counseling

**SUS College of Engineering and Technology, Punjab**

**Lecturer Aug, 2001-Dec 2001**

• Prepared and delivered lectures in Computer Science

• Prepared and assessed student practical assignments

• Prepared examination papers

• Marked examinations and assignments

**SKILLS**

• Result oriented professional with experience.

• Excellent interpersonal and communication skills.

• Excellent creative, written and analytical skills honed with the ability to liaise at various management levels.

• Ability to work well under pressure.

• Ability to work in groups.

• Strong Leadership Skills

**ACADEMIC CREDENTIALS**

**Master of Arts (English), Panjab University, Chandigarh 2019**

**Master of Applied Economics, University of Adelaide, Australia 2004**

**Bachelors of Technology (Computer Science and Engineering), PTU, Jalandhar 2001**

**XII (PSEB) with 1st Division 1997**

**X (CBSE) with 1st Division 1995**

**Hobbies**

Writing, Listening to Music, Reading, Sketching

Gurjinder Kaur Virk