

GURDEEP SINGH (Deep)

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Objectives: To utilise my skills / experience and knowledge and also allow for personal and professional development in a reputed organization in Thailand.

Degrees:

James Cook University Brisbane *Brisbane, Australia.*
Graduate Diploma of Business Administration (Aug, 2009 - July 2010)
School of Business, Faculty of Law, Business and the Creative Arts.

Indian Institute of Architects *Mumbai, India.*
A.I.I.A Associate Indian Institute of Architects (by examination) 1991-97
Thesis: Rehabilitation Center for Leprosy Patients at Bareilly, UP, India.

Bareilly College, Rohilkhand University *Bareilly, India.*
Master of Arts (Economics) 1988-1990
Department of Economics, Faculty of Humanities.

Bareilly College, Rohilkhand University *Bareilly, India.*
Bachelor of Arts 1984-1986
Department of Economics, Faculty of Humanities.

Demonstrated work related abilities:

- Excellent teaching management skills at university level
- Good Imaginative and creative thinking skills
- Excellent ability to analyse and critically assess problems
- Demonstrated ability to see the big picture as well as giving attention to the smallest detail
- Excellent ability to communicate effectively
- Negotiation skills and lateral thinking skills to resolve complex building issues

Computer Skill:

- Proficient in AutoCAD Rel.14-2000.
- Microsoft Office - Word, Excel, PowerPoint.
- Exposure to 3D Studio, Photoshop, CorelDraw.

Certificates:

English and Computer College (ECC) *Bangkok, Thailand.*
Certificate in TESOL (Feb, 2006)

Volunteering Queensland Inc., *Brisbane, Australia.*
Certificate of Recognition in National Volunteering Week (12-18 May, 2003)

MAX STUDIO *New Delhi, India.*
Certificate in AutoCAD R14 - 3D Modeling (June, 1998)

AUTO CAD R12 *New Delhi, India.*
Certificate in AutoCAD R12 for Architectural and Building Services (Aug, 1995)

Experience:

July 2014 – Present **EnglishMOR Learning Centre (ELC)** Khon Kaen, Thailand

Manager/Instructor

Duties:

- Responsibilities involved are managing the centre and teaching English at various levels to Thai and international students of all age groups for elementary school to university. To facilitate the successful running of General English courses, TOEIC, IELTS/TOEFL Preparation courses and English for Specific Purposes courses.
- Proof reading and editing of research papers are also done for the clients.
- Teaching on contract basis middle and high school students for M-1 to M-6 classes in a school at Khon Kaen.
- Teaching English for Communication (ESL) comprehensive course for the staff of the Faculty of Veterinary Medicine, KKU.

October, 2013 – June, 2014 **ECBER, Faculty of Management Science** Khon Kaen, Thailand
KHONKAEN UNIVERSITY (KKU)

Full-time Analyst

Duties:

- Responsibilities: involved are analyzing consumer behavior in the CLMV countries Laos, Cambodia, Myanmar, Vietnam for preparing Consumer Behavior Reports to identifying business opportunities in these countries for regional, national and international entrepreneurs to facilitate future business prospects and decisions.
- Also involved in searching online secondary data related to latest interesting consumer behavior trends in the ASEAN+6 countries for preparing info-graphs.
- Conducted ECBER Info-Presentations for visiting delegates for Singapore and Malaysia and CLMV countries.
- Prepared Survey Questionnaires, Conducted In-Depth Interviews of SMEs (10 Respondents), General Public Survey (250 Respondents) with student assistance, and Focus Group Discussion (10) for a project 'Going Green Awareness among SMEs and General Public in Khon Kaen, Thailand and the project report is subject to completion.

March 2010 – Sept, 2012 **Mahasarakham Business School (MBS)** Mahasarakham, Thailand
MAHAHASARAKHAM UNIVERSITY (MSU)

Full-time Lecturer

Duties:

- Responsibilities involved are teaching *Microeconomics, Macroeconomics, Cross-Cultural Management* and *Business Policy and Strategic Management* to Thai and international students in the Second Year, Third Year and Fourth Year of the Bachelors of Business Administration (International Business Program).

April 2009 to 2011 **UNIVERSITY OF QUEENSLAND (UQ)** Brisbane, Australia.

Examination Supervisor

Duties:

- Responsibilities involved were to supervise UQ Examinations.

March 2006 – Sept 2008 **MAHAHASARAKHAM UNIVERSITY (MSU)** Mahasarakham, Thailand.

Full-time Lecturer

Duties:

- Responsibilities involved are teaching Economics (Microeconomics and Macroeconomics) and English to Thai students in the First Year, Second Year, Third Year and Fourth Year students of the Bachelors of Business Administration (International Business Program).

- Teach English to Thai lecturers in the faculty.
- Given the responsibility of advising the PhD (English Program) students on English language usage in their research papers
- Teaching Professional Writing for Academic Purposes to second year PhD students (Accounting and Management Major).

Jan 2005 – Feb 2006 *Quality Education, Law & Tourism (QELT)* *Khon Kaen, Thailand.*

English Instructor

Duties:

- Teaching English to Thai students in the age group of 15-30years who were in an Elementary, Pre-intermediate, Intermediate levels.

May 2003 – May 04 *Volunteering Queensland & Golden Circle Cannery* *Brisbane, Australia.*

Volunteer Interviewer/Casual Process Worker

Duties:

- Interviewing volunteers and offering job referrals on email, face to face and phone interviews.
- I worked in various section of the factory and got a good experience working with Australian people.

2002 *English & Computer Centre (ECC)* *Khon Kaen, Thailand.*

English Teacher

In Thailand, architecture being in the list of restricted professions reserved only for Thai citizens and the language barrier; I explored the opportunity of teaching English and joined ECC as a part time English Instructor.

Duties:

Teaching English (Elementary, Pre-intermediate, Intermediate levels) to Thai students in the age group of 15-30 years

Professional Experience:

Sept 2000 - Apr 2001 *Vijay Narian Architects Pvt. Ltd* *New Delhi, India.*

Architect

Worked on two prestigious projects

- 1) Interiors of a twenty five rooms Hotel projects in Meerut
- 2) Interiors of Corporate Office of RITES at Gurgaon, India.

Duties:

- Design development from conceptual stages to working drawings drafted manually
- Using AutoCAD, co-coordinating the project with Electrical & Plumbing Engineers and contractors, preparation of bill of quantities, estimates, valuation reports and updating drawings as per site developments/requirements.

May 2000 - Aug 2000 *Beetle Design* *New Delhi, India.*

Architect/Content Writer

Duties:

- Worked on some interior projects from conceptual design development to presentation drawings to working design of interior of shops/retail outlets and offices.
- Involved in design development, presentation of architectural and interior projects.
- Writing and copy writing architectural content, architecture related news items and update the site information and related sources/links.
- Worked mainly as a Web Content writer with the firm's architectural

Nov 1998 - April 2000 *AV Architects* *New Delhi, India.*

Architect

Worked on interior projects of public offices/institutes and residences, involving designing of furniture items, laboratory furniture and modular furniture in interior layout.

Duties:

- Design development, presentation, preparing working drawings and drafting manually and freehand.

Sept 1997 - Oct 1998 *Amrit Architects* Bareilly, India.

Architect/Proprietor

Worked on conceptual design development and execution of various building projects such as residential & commercial buildings, educational institutions, nursing homes, and rice mills.

Duties:

- Design development, drafting working drawings manually
- Supervision of various building project mentioned above.
- Prepare estimates and valuation reports of various projects for the purpose of Bank loans.

Sept 1996 - Aug 1997 *Baragava & Associates Ltd* New Delhi, India.

Architect

Worked on two major University projects in the north-eastern state of India

Duties:

- Design development from conceptual stages to drafting working drawings
- Presentation drawings and architectural details on AutoCAD of the Hostel, Science laboratory, Faculty Departments, Auditorium and Faculty residences.

June 1995 - Aug 1996 *Rajiv Khanna & Associates* New Delhi, India.

Architectural Assistant

Duties:

- Conceptual design development, preparing presentation drawings, working drawings and architectural details of projects of various magnitudes such as; Hotels, Commercial centers, Housing societies and Residences.

Jan 1994 - June 1995 *Adlakha & Associates* New Delhi, India.

Architectural Assistant

Duties:

Drafting manually, working drawing (architectural and structural) of various types of project such as Factories, Housings and Institutional buildings.

Professional Memberships:

- Associate member of Indian Institute of Architects, Mumbai, India. (AIIA No.11882)
- Member of Council of Architects, New Delhi, India. (CA/98/22499)

Accreditations:

- Registered with the Council of Architects, New Delhi, India.

Cross-Cultural Experience:

- Lived and worked in Australia, Thailand and India and have visited UK.
- Vibrant experience of working in different countries and workplace cultures.
- Excellent teaching experience at a Thai University.
- Cross-Cultural Experience of teaching students from different countries like Thailand, Vietnam, Cambodia, China, South-Korea, Philippines and Laos.
- Fluent in *Global English*: Outstanding Communication skills both written and verbal English.
- Conversant in Hindi and Punjabi (Indian languages).
- Exposure to Thai language.

References:

- Available on request.