

# Palak Bajaj

## PERSONAL DATA

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Place and Date of Birth: Jalalabad-WEST, Punjab, India | 13 December 1992

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## WORK EXPERIENCE

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### **Chandigarh University, Punjab. [Jan 2021-Present]**

[Working as an Assistant Professor]

#### **Key Responsibilities**

- Mentoring and counselling the students.
- Preparing question papers for the mid-term and the end-term examinations.
- Perform general departmental duties.

### **Chitkara University, Punjab. [July 2016-July2020]**

[Worked as an Assistant Professor]

#### **Key Responsibilities**

- Design course curriculum, lecture plans and assignments for various subjects.
- Conduction of the internal examination and result preparation of regular as well as reappear exams.
- Mentoring and counselling the students.
- Preparing question papers for the mid-term and the end-term examinations.
- Perform general departmental duties.

#### **Subjects taught**

- Operating system, Database Management Systems, Software Engineering.

#### **Languages taught**

- C++, C.

## TECHNICAL SKILL SET

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- Proficient in Excel, PowerPoint and Word.

#### **Languages**

- C, C++.

#### **Subject Expertise**

- Operating Systems, Database Management Systems, Theory of Computations(TOC).

#### **Additional Courses**

- UGC NET qualified.

## EDUCATION

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### **PEC University of Technology, Chandigarh. [JULY, 2016].**

Masters of Engineering in Computer Science Engineering/ Information Security.

CGPA : 6.37/10, Medium of Instruction : English

## MY KEY STRENGTHS

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- Excellent communication, interpersonal skills with strong problem solving abilities.
- Attention to detail and effective presentation skills.
- Ability to work in stressful conditions and a good team player.
- Quick learner and easily adaptable in varied circumstances.