(Research Scholar , MGCGV Chitrakoot)

Seeking an apt position to utilize my brains and brawns, in an organization that offers professional growth while being resourceful, innovative and flexible.

QUALIFICATION:

ACADEMIC QUALIFICATIONS**:**

* **LLB**, **60% ,**APS University, Rewa. **2014**
* **MBA** (Marketing & HR), **75.2 %,** APS University, Rewa. **2011**
* **B.Sc- BIOTECHNOLOGY,** **70%**, Gujarati science college**,** Indore University. **2009**

OTHER QUALIFICATIONS**:**

* Graduate in **Vocal Music (Classical)**, Prayag Sangeet Samiti,Allahabad.
* Graduate in **Vocal Music (light music)**, Prayag Sangeet Samiti,Allahabad.

CERTIFICATIONS & AWARDS:

* Attended **National Workshop on SPSS and Statistical Data Analysis** organized by IBM, Bangalore.
* Attended Short term Course on **Intellectual Property rights and Patenting** organized by NITTTR, Chandigarh; HRD Ministry, Govt. Of India.
* Attended Short term Course on **Soft Computing** organized by NITTTR, Chandigarh.
* Attended **Faculty Development Program on Content Analysis**; organized by NITTTR, Bhopal.
* Attended National Workshop on R Software, SPSS and Other Statistical techniques Organized by MGCGV, Chitrakoot.

OTHER CERTIFICATIONS & AWARDS**:**

* Participation as **a Guest Speaker on International women’s’ day** organized by Patrika News group.
* Singing performance **at National Level Television Show, Mumbai**
* National level acknowledgement for Singing at- **Bhopal Doordarshan, Zee T.V, Lata Mangeshkar Award, All India singing competition at PRAYAG SANGEET SAMITI, ALLAHABAD.**

PROJECTS UNDERTAKEN

* A Study of Consumer’s Perception towards **Bharti Airtel Televentures Limited, at Satna** .
* A Study of CSR Activities undertaken by **Crompton & Grieves Limited, at Mumbai**.

WORK EXPERIENCE**:**

INDUSTRIAL WORK EXPERIENCE:

* **EXECUTIVE ASSISTANT to MD at KJS Cements, Maihar (M.P)**

(Mar 2012- Aug 2013)

**Overall Responsibilities:**

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| * Analysing reports of all departments & draw findings. |
| * Aiding the MD & HODs to solve pressing issues. * Managing vendor accounts, & creating targeted reports with due diligence & thorough study. * Ensuring resource availability and providing status reports to the MD & President. * Identifying cause, remedy & take corrective steps for any error, on the basis of my findings & directions of senior management. * Compose & type agendas and correspondence for special events, board meetings, committee meetings and developmental activities. * Arrange internal and external meetings * Conduct online and Off-line research as required. |

ACADEMIC WORK EXPERIENCE:

* **ASSISTANT PROFESSOR (Part time) at Law College, Satna (M.P)**

[Diploma In Business Management programme ]

( Jan 2015- Feb 2016 )

**Overall Responsibilities:**

* Taught Business Diploma Classes- HR Management and Marketing management.
* Facilitator of cultural activities.
* Participation in Promotion campaigns of the college.
* Student Admission & counselling.
* Responsible for Public relations.
* Facilitator of CSR activities undertaken by the institute.
* **ASSISTANT PROFESSOR at AKS University, Satna (M.P)**

[ Faculty of Management Studies (ADJOINING FACULTY, faculty of humanities)]

( Oct 2013 – Jan 2015 )

**Overall Responsibilities:**

* Taught - Marketing, HR, Communication Skills, Business Law, Social Legislation (UG and PG Level)
* **Joint Secretary** of Committee against sexual harassment.
* **Organizer and Event coordinator** of various Management Programs and workshops.
* **HEAD MUSIC INCHARGE** in inspection for **B.Ed** affiliation.
* **Co- coordinator in UGC Inspection, 2014.**
* Active participation **in Disciplinary Committee.**
* Active participation in maintaining **Public Relations as a University representative.**
* **Event Co-ordinator** forSocial Events in the University.
* Participant in **Promotion of the Institute** & Student counselling.

* **MANAGEMENT & LANGUAGE FACULTY at Lovedale Sr. Sec. School, Satna (M.P)**

( Mar 2011- Feb 2012)

**Overall Responsibilities:**

* Taught NCERT prescribed syllabus of English **& Business studies** to intercollegiate level.
* Document Controlling.
* Active participant as **Public Relation Officer.**
* Discipline In-charge.
* Strategic Planning for promotion of the institute.
* Active role in **Event Management**.
* Worked as the Head in charge of **cultural & literary club.**

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| KEY COMPETENCIES AND SKILLS |

PROFESSIONAL SKILLS:

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| * Appreciable **Communication skills & effective teaching skills**. |
| * Address client queries and offer recommendations. |
| * Versatile Practical knowledge of**- Marketing, Research Methodology, Human Resource, Law & Business communication.** |
| * Proofreading documentation. |
| * Bolster efficiency through organizing records and maintaining the database. |
| * **Multi-tasking abilities** and timely issue resolution. * Proficient at sales and marketing.   PERSONAL SKILLS:   * Self motivated & devoted. * Team Player. * Focused View and action. * Excellent time management skills. * Quick learner, Adaptable, Accountable and empathetic.   TECHNICAL SKILLS**:**   * Proficient in **MS Office (Publisher, Word, Excel & PowerPoint)** |

AREAS OF EXPERTISE

* **Marketing Management** – Market Research, Promotions, Advertising, and Business Development.
* **Human Resource Management** - Training & Development, Compensation Management, CSR activities, Public Relation.
* **Law**- Corporate Laws, Consumer Laws and Labour laws.
* **Research Methods**- Survey based, Experimental research, Analytical research, Descriptive research.
* **Business Correspondence**- Excellent Oral and Writing Communication skills.
* **Event Management and Co**-**ordination.**

**First Name of Application CV No:** **1671600**

Whatsapp Mobile: +971504753686

