

# RAVI VASHISHT

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Seeking assignments related to Asst. professor profile with a growth oriented University/College.

## An Overview

- ✧ Pursuing Phd. in Management from Shoolini University, Solan , Himachal Pradesh (NAAC Accredited university).(Synopsis submitted)
  - ✧ Working as Assistant Professor at MMIM, Maharishi Markandeshwar University, Mullana.
  - ✧ MBA (Human Resource & Marketing Management) from Birla Institute of Technology, Ranchi, Mesra.
  - ✧ Worked as a HR officer in **Lovely Professional University**, Jalandhar, Punjab.
  - ✧ **3 years of experience** at Balaji Autos, Shimla as an **Asst. Manager (HR and Admin)**.
  - ✧ **Over 2 years** of experience at **Jain Neuro & IVF Hospitals Pvt Ltd** as **Manager (Human Resource & Administration)(NABH Accredited Hospital)**
  - ✧ Over 1 year experience as **Project Manager** at Advance Medical Science and Education Society.
  - ✧ Over 1 year experience as a **Software Engineer** at B.K. Consimpex Pvt. Ltd., Noida
  - ✧ Undergone summer internship in **Human Resource Management** at **Tata Consultancy Services, Gurgaon.**
- ✧ **Key Strengths Entail:**
- ✧ An effective communicator with excellent interpersonal & relationship building skills.
  - ✧ Proficiency at grasping new concepts quickly and utilising it in a productive manner.
  - ✧ Have been proactive and focused as a student.
  - ✧ Possess a flexible, learning and detail oriented attitude.

## Qualifications

- 2017**      **Phd. in Management (full time), synopsis submitted, from Shoolini University, solan, H.P**
- 2009**      **MBA (Human Resource Management & Marketing)** from Birla Institute of Technology, Ranchi, Mesra. *Secured 8.48 CGPA.*
- 2006**      **B.Tech. (Information Technology)** from University Institute of Information Technology, Himachal Pradesh University, Affiliated to AICTE and UGC. *Secured 65%.*
- 2002**      **12<sup>th</sup>** from Ryan International School, CBSE Board, New Delhi.
- 2000**      **10<sup>th</sup>** from Ryan International School, CBSE Board, New Delhi.

## Paper Published in International/National Journals/ Conferences

- 1) Emotional Intelligence and its Relationship with Conflict Management and Occupational Stress: A Meta-Analysis, Pacific Business Review International, 11(4).
- 2) Job crafting measures of mid-career employees in higher education institutions, *International Journal of Management*, 9(1), 29-36.
- 3) Presented paper on 'Role of artificial intelligence in recruitment' in National conference on contemporary issues in management.
- 4) Paper presented on "Role of HR in Corporate Social Responsibility" in National Conference on 'Business and Economic Issues in 21<sup>st</sup> Century" organized by SNRL Jairam Girls College, Kurukshetra on Feb 26,2019

## Professional Experience

July 18- Till Date	MMIM, Maharishi Markandeshwar University	Asst. Professor
August'16- Dec'16	Lovely Professional University	HR Officer

### Role:

- Team member of Employee engagement cell

- Handling ESI activities of employees
- Handling Relationship Management system (RMS) handling
- Team member of Induction and recruitment.

<b>May'13- July'16</b>	<b>Balaji Autos Pvt. Ltd</b>	<b>Asst. manager (HR &amp; Admin)</b>
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<b>January'11- Feb'13</b>	<b>Jain Neuro &amp; IVF Hospitals Pvt Ltd</b>	<b>Manager (HR &amp; Admin)</b>
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**Role:**

- Professional competencies in managing entire range of HR functions - Manpower Planning, Recruitment, induction, Wages and Salary Administration, Employee Service Conditions, Safety, discipline.
- Manage monthly payroll statement preparation for employees of Hospital from Doctors to housekeeping staff.
- Acting as one point contact for all administrative matters like Time keeping and attendance, canteen management, Hostel management, maintenance, upkeep and repairs of Hospitals assets, Telephone lines, mobile phones, logistics and courier services, procurement, storage and issue of stationery and compensation of employees
- Entrusted with the task of maintaining data base of all employees, and preparation of various Forms.
- Giving Training to Employees about the various policies and managing Training Calendar, Training Records, Training Evaluation Record of employees.
- To ensure a fair and transparent the Performance Appraisal of an employee for further development
- Perform the staff welfare /Employee engagement activities in Hospital.
- Grievances handling of employees.
- Performing Exit interviews of Employees.

<b>Aug'06-Aug'07</b>	<b>B.K. Consimpex Pvt. Ltd., Noida</b>	<b>Software Engineer</b>
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<b>Oct'09-Dec'10</b>	<b>Advance medical science and Education Society</b>	<b>Project Manager</b>
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<b><i>Academic Project</i></b>
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**Under B.Tech.**

**Title** : COBOL to Java Conversion US Tire Manufacturing Company  
**Client** : (Goodyear Tires)  
**Organisation** : Tata Consultancy Services, Gurgaon  
**Duration** : 6 months  
**Application Architecture:** The application has a three tier architecture where client application designed and developed in Java will interact with Oracle database at the backend.  
**Role** : Generation of Help Files & HTML pages and Internationalisation  
**Scope** : The project involved to convert the existing UNIX (SCO) platform dependent system to platform independent system, as the technologies using in the current system are likely to be obsolete and highly platform dependent.

<b><i>Personal Vitae</i></b>
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Date of Birth : 7<sup>th</sup> February 1985  
 Marital Status : Married  
 Permanent Address : 194, Surya Niketan,  
 Vikas Marg Extension,  
 Delhi – 110092  
 Correspondence Address : 1417, 2<sup>nd</sup> floor,  
 GBP,Rose wood estate  
 Dera Basi  
 Punjab