

PRESENT ADDRESS
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CHITRA

OBJECTIVE

To excel in the field of development of human resources, by focused hard work in conjunction with the growth of the organization I work for.

DATE OF BIRTH

March 23,1974

PROFESSIONAL EXPERIENCE

Currently working as Assistant Professor at ICFAI University

Aug 2019 – Aug 2021 **Baddi University,** **Himachal Pradesh**
Assistant Professor

Job Profile

- **Teaching various subjects of Post graduate and Under-graduate i.e. Human Resource Management, Organization Behavior, Organizational Development, Compensation and reward Management, Industrial Relation, Accounting for Managers, Financial Management, Business Statistics and digital Marketing, Indian Economy, Micro Economic, Research Methodology, New Products and Development.**
- Class Coordinator
- Coordinator for Industrial Visits and Guest Lectures, organized online webinars during COVID 2021
- Placement in charge
- Stage Coordinator in “Prabandh Utsav 2020” University Fest.

Aug 2011 – Dec 2018 **Chandigarh University,** **Gharuan, Mohali**

Assistant Professor

Job Profile

- Taught various **subjects** of MBA (HR) like **Human Resource Management, Organization Behavior, Organizational Development, Compensation and reward Management, Accounting for managers, Economics**
- Member of Disciplinary Committee.
- Member of Sexual Harassment Committee
- Designing of Syllabus of MBA, BBA and B.COM.
- Giving small projects to the students so that they can apply theoretical knowledge in practical life.
- Examination In charge (May 2015-Dec 2018)
- Centre Superintendent- Examination
- Acting as Class Counselor
- Other activities like conducting Seminars, conferences, industrial visits, placement drives etc.
- **HOD of BBA from (Oct 2015-May 2016)**

March 2010 – July 2011 Chandigarh Group of Colleges,

Landran, Mohali

Assistant to Director (Development & Projects)

Job Profile

- Handling independently all correspondence dealing with All India Council of Technical Education, Delhi, Director Technical Education Board, Chandigarh, Punjab Technical University, Jalandhar.
- Assisting in making plans for further Intake/Variation/Extension of Approval for the college.
- Making arrangements for various inspections carried on from AICTE.
- Sort listing of candidates, recruiting & joining faculty both teaching and non-teaching.
- Assisting in making all sort of development projects being undertaken by the college.

July 2008–Feb 2010 (Regular) International Institute of E-Business Management, Mohali

Lecturer

Institute Background: *International Institute of E-business Management* have created one of the most successful two year *MBA/PGDM (approved by AICTE/DEC)* along with MeBA, designed to give the students the foundations to think about the e-business from all perspective over four semesters and one project, it is designed to develop not only the knowledge but also the lateral thinking skills needed to solve practical problems faced in *e-business*.

Job Profile

- Delivering **lectures** with the help of **slide presentation and case studies** to make it more effective and understandable.
- Taking various **subjects** of MBA (HR) like **Human Resource Management, Organisation Behaviour, Organizational Development, Manpower Planning and Resourcing**
- Make the **student familiar** with the current **requirements of the corporate world.**
- **Time to time** taking students **presentations and group discussions.**
- Preparing **Mutiple Choice Questions** from every topic which helps the students for practicing for exams.
- **As Head of Cultural Committee** guiding the students in every aspect.
- Acting as **Controller of Exam** during exam time.

- **Taking students** out of institute for **industrial visits, tours and picnic.**

July 2007 – July 2008 **SAS Institute of Information and Technology,** **Mohali**

lecturer

Institute Background: *Sahibzada Ajit Singh Institute of Information Technology and Research, Mohali, established in 2001, has since achieved a formidable reputation as one of the top institutes of the region. Affiliated to the prestigious Punjab Technical University, it is also one of the forerunners of quality education in the field of Management and Technology. The Institute is also approved by the All India Council for Technical Education (AICTE), Government of India and the Government of Punjab. The institute conducts full time MBA, MCA, BBA and BCA courses and the student intake for the management courses is through M.E.T.*

Job Profile

- **Delivering lecturers** with the help of **slides presentations, case studies** to both **BBA and MBA** classes to make the students understand more effectively.
- **Taking active participation in making ACITE Reports.**
- With a Group five people we have **done stock taking of all Management books in library.**
- **Helped in Organizing National Conference in the institute.**
- Involved in making **students assessment records, time table.**
- Making **sitting plan** during Mid Term Exams and PTU exams.

May 2006 – July 2007 **GGSCMT College of Modern Technology,** **Kharar**

Senior Assistant to Management

Company Background: *GGSCMT - G G S College of Modern Technology is a private college located at Kharar, Punjab, India. The college is privately supported and is affiliated to the Punjab Technical University, Jalandhar The main objective of our institute is to provide quality education to the students. The college curriculum focuses on undergraduate and postgraduate engineering and business management studies.*

Job Profile

- All type of dealings directly concerned with **Management and Principal of the college.**
- Handling overall **work of General Administration.**
- Maintaining **File System & Registers. Maintaining Leave Records.**
- Responsible for making all types of Notices, Circulars, certificates for students
- Handling all **correspondence independently** from PTU or other places
- Making **faculty performance chart.**
- Assisting in recruitment and selection process.
- Looking after the maintenance of **office premises, including housekeeping.**

May 1994 – Oct 2000 **Bhask Industries** **Chandigarh**

Executive

Company Background: *Bhask Industries* (www.bhaskindustries.com) is today one of the largest Manufacturer of silver ionization systems, level control devices, time control devices, timers for street light control, metering dosing pumps, electronic chlorinators etc.

Job Profile

- **Supervising workers** and guiding them in getting their work done.
- **Providing roles** & responsibilities to each employee working in the organization.
- **Liaison with Govt.** dept. in procuring **orders and getting** payments.
- Responsible for **Accounts Management and** looking **administrative activities**. Maintaining HR records of staff of the organization.

NATIONAL CONFERENCE

- Attended **NATIONAL CONFERENCE On India and Other Emerging Economies (BRIC) – A Comparative Study** held October 24, 2007 at **SAS INSTITUTE OF INFORMATION AND TECHNOLOGY**, C-124, Phase VIII, Sector 72, I.A. ELTOP, Mohali (PB.)
- Attended **National Seminar on Environment Protection and Sustainable Development** on 2nd Nov, 2007 at Rayat College of Law, Ropar Campus.
- Attended **Faculty Development Programme** organized by Chandigarh Business School, Landran from Nov 29 to Dec 3, 2010.
- Presented Paper titled HR in 21st Century : Challenges and Opportunities in the **NATIONAL SEMINAR ON NAVIGATING BUSINESS IN THE 21ST CENTURY : CHALLENGES AND OPPORTUNITIES** held on 22nd Jan 2014 at Khalsa College, Ph-3, Mohali.
- Presented Paper Titled **MANAGING TALENT: NEW MANTRA OF HR MANAGER** in the "**2nd National Conference on Challenges of Paradigm Shift in Business Role of Innovation & Excellence**" held on 7th Feb 2015 at Chandigarh University, University School of Business, Mohali
- Presented Paper Titled **Green HRM Practices in the 2nd International Business Conference 2015 on "Value creation for sustainable development"** March 17-18, 2015 at Sri Guru Granth Sahib World University, Fatehgarh Sahib, Punjab School of Commerce and Management
- Presented Paper Titled **Creativity and Innovation: A Business Practice to realize the concept of make in India, 2nd National Conference on "Opportunities and Challenges for Business Practices to Realize the Concept of 'Make in India" SRIJAN' 15**, on 27th March 2015. At CGC Technical Campus, Jhangeri, Mohali
- Paper Presented at **3rd International Conference Srijan 17 on Impact of Monetary Fiscal Policy/Demonetization on various sectors of Economy and society** at CGC Technical Campus, Jhangeri, Mohali on 29th March 2017.
- Attended **Ind National Punjab Education Summit & Awards 2017**, 13th April 2017, At NITTTR Auditorium, Chandigarh, Punjab
- Paper Presented Titled **Medical Tourism in India** at international conference on contemporary issues in international business, tourism and sustainability: Issues and Challenges on 18-19 April 2015 at Maharaja Agrasen School of management
- Presented Paper Titled **Emerging Trends in HR Practices in the National Conference on Current Issues & Opportunities in Emerging global Business Scenario held at GZSCCET, Bathinda on April 7-8, 2016**
- Presented Paper on **Sustainable development through Green Marketing –Opportunities & Challenges** in 19th Punjab Science Congress at SUS Group of Institutions, Tangori on 7-9 Feb 2016
- Paper presented in the conference Title "**Bridging the gap between learning and teaching styles: pedagogy towards professional development** at GIBS, Rohini, new delhi on 7th Dec. 2018
- Attended FDP organised by TSA, Calcutta on **Paper Writing & Publishing in referred Journal** in Dec 2018

- Paper Presented on “Knowledge Management” at National conference held at Delhi Institute of Advanced Studies, Delhi on 5th Jan 2019.
- Attended 7day workshop from 21st April to 27th April 2020 on Research in the time of pandemic conducted by Punjab University.
- Attended National FDP organized by UITTR, Punjab on Making Teaching-Learning Effective: Understanding Approaches and strategies on 5th-9th December 2020.
- Attended 2 day’s e-workshop on Research Aptitude organized by RRMK Arya Mahila Maha Vidyalaya, Pathankot from 9-10 Jan 2021.
- Attended 7day’s workshop on “Managing HR in 21st Century” organized by GianJyoti, Mohali from 22nd-28th Feb 2021.
- Attended 5 day workshop on OSA (one step ahead) communication workshop organized by GIANJYOTI, Mohali from 8-12 March 2021
- Attended Webinar on “Strategies for Managing Personal Finance including Mutual Fund during and after COVID-19”organized by PNG Govt PG College Ramnagar and Uttarakhand Open Uni Association on 4th July 2021.
- Attended 7 day’s FDP on data analysis using SPSS with interpretation for social sciences organized by IQAC of ST. PAULS COLLEGE, BENGALURU from 12th July to 19th July 2021.

PUBLICATIONS

- Paper Published Title "**Managing Talent: Emerging Trends & Practices of HR**" in **Global Journal of Multidisciplinary Studies (ISSN No. 2348 -0459)** on 30, April 2015.
- Contributed Research paper Title "**Level of Higher Education in Changing Business Environment**", in international conference of Management and I.T. held at **International School of Informatics and Management, Jaipur on 10-11 April 2015**
- Paper Published Title “**Innovation In Banking Technology: The Tectonic Shift Towards Making Digital India**” in IJMER, Vol. 4, Issue 11(1), Nov 2015
- Paper Published Title “**Evolution in HR Practices: Changing the face of Business**” in IJMER , Vol.5, Issue 4(4), April 2016
- Paper Published Title “**Quality of Higher Education :Current state and Related Issues (with special reference to Rural Areas of Punjab)**, in GJMS, Vol 5, Issue 07, June 2016.
- Paper Published Title “**Analysis of Job satisfaction among teacher working in Private Colleges in Punjab**” in, Galaxy International Interdisciplinary Research Journal, Vol 4, Issue 7, Pg 1-13 in, July 2016
- Paper Published Title “**Digital Marketing: A Gateway To Online Marketing**”, in AJMS, Vol.4,(15) July 2016
- Paper Published Title “**Effective learning with the Application of e-Technology**”, in IJMER Volume: 6, Issue: 3, March, 2017
- Managing Employee Relations: Heralding The Winds of Change in GJMS, VOL. 06, ISSUE VI, ON 31, May, 2017
- Paper Published Title “**Role of Mentoring in Enhancing Growth among Employees**”, in IJMER Volume: 7, Issue: 4(3), April, 2018
- Book Chapter published in Special Education : Practices and Challenges “**Tutoring a child with a Learning Disability: Issues and Challenges** in 2018
- Book Chapter of Chandigarh University book Review published in "**Emerging Perspectives in Management, Entrepreneurship and Innovation** “**Knowledge Management Strategy: Putting Knowledge to Work, Wisely!**” in 2018
- Book Chapter "International Trade and Business: Policies, Reforms and Performance Issues" Chapter title :"**MANAGING SUPPLY CHAIN POST COVID-19**", Page no. 33, Publisher : Notion Press; 1st edition (16 April 2021)

- **Master of Business Administration (MBA)**
Areas of Specialization: **Human Resource**
- **Post Graduate Diploma in Personnel Management** from Indira Gandhi National Open University, New Delhi. (www.ignou.ac.in)
- **M.Com HPU**
- **MBA (HR/MKT) PTU, Jalandhar**
- **UGC NET Dec 2010**
- **PH.D (Pursuing) PTU, Jalandhar.**
- **Member of ISTD, Membership No is C-742/2016/Sep2017**
- **Member of International Journals of Multidisciplinary Research Academy**
- **Editorial Board Member of International Journal, GJMS**

EDUCATION

- **B.Com 1991 - 1994** from **Shri Guru Gobind Singh College, Chandigarh, India**
(Affiliated To Panjab University, Chandigarh, India)

ACHIEVEMENTS

- Twice “Best Performer” award in April 2010 and May 2011 at Chandigarh Group of Colleges, Landran.
- Appreciation Award for the session 2017-2018 at Chandigarh University, Gharuan, Mohali
- “Long Service Award” on completion of Five Years in Chandigarh University

REFERENCES

- Dr. Arti Mahendru, Professor, Maharaja Agrasen University, 9872792661
- Dr. Meenu Jaitly, Principal, Doaba College, Kharar, Ph. 9216041777