

SUMMARY OF EDUCATIONAL QUALIFICATION:-

EXAMINATION	YEAR OF PASSING	INSTITUTION / UNIVERSITY	BOARD	CGPA / PERCENTAGE
MBA (HR)	2013	Maharishi Dayananad University, Rohtak	-	8.75
BBA (CAM)	2010	Guru Gobind Singh Indraprastha University, Delhi	-	7.39
STD XII	2007	Kendriya Vidyalaya JNU Campus, New Delhi	CBSE (Humanities)	80.80 %
STD X	2005	Kendriya Vidyalaya Janakpuri, New Delhi	CBSE	50.0 %

Professional Experience

1. Worked as A Trainee Teaching Associate in IIM Calcutta (December 2018- April, 2020)

Assisted Courses in IIM Calcutta in Public Policy, Marketing and Communication Group:

- 1) Indian Legal system –Term III
- 2) Indian Social Structure –Term III
- 3) Indian Economic and Public History- Term I
- 4) Product Management- Term IV
- 5) Managerial Communication – Term I
- 6) Environment and Development –Term I

Certification and Credited Courses in IIM Calcutta:

- 1) Management of Change in Term –IV, in Organizational Behavior Group, **by Prof. Vidyanand Jha in Organizational Behavior Group.**
- 2) Management of self in Term –V, in Organizational Behavior Group, **by Prof Leena Chatterjee in Organizational Behavior Group.**

2. Assistant Professor, Pailan Group of Institution Affiliated from West Bengal University of Technology, April 2017 to December 2018.

Major Roles and Responsibilities undertaken:-

- Taught courses of Human Resources, Training and Development, to Postgraduate level
- Taught courses in Management Information system and Business Regulatory Framework to both undergraduate and Post graduate students.
- Deliver lectures and facilitate classroom discussions on analysis, rhetoric, critical theory, structure, and style.
- Create curriculum in accordance with departmental standards.
- Convener for **State Level Business Quiz. (Assemblage De Ebullience)**.
- Conducted Workshop for Women Empowerment in collaboration with MSME and Cisco.
- Carried out an additional responsibility as the student organization's adviser for one academic year.
(From August 2017 to August 2018.)
- Grade exams and papers, giving detailed feedback.
- Keep thorough records of student scores and attendance.
- Provide extra assistance to students as needed.

2. Assistant Professor, Chandigarh Group of colleges, Chandigarh Aug, 2014 to May, 2015

Major Roles and Responsibilities undertaken:-

- A professional experience of lectureship inculcating in me the proficiency of developing new lessons and activities to expand learning opportunities.
- Managerial participation in various human resource management committees and extracurricular activities.
- Substantial practical experience in organization activities involving participants, renowned invitees etc. in various inter college level activities.
- Representing the institution during various inter-institutional events.

Regular lectures given primarily on the following subjects:-

- Human Values and Professional Ethics
- Business Communication
- Marketing Management
- Business Environment
- Electronic Commerce
- Management of Information
- Industrial relation
- Wages and Labor welfare.
- Human Resources 101.

Skills and competencies developed:-

- Excellent communication and written skills
- Profound knowledge of the subject areas and ability to teach students by using various Methods
- Highly skilled in collecting the study material and chunking it down as per the students' Suitability
- Strong commitment with the job as well as interested in teaching graduate and undergraduate Student, especially in the field of HR
- Ability to handle the class in absence of the lead professor as well as an ability to motivate Students for better learning
- Good interpersonal and team building skills

1. MANAGEMENT TRAINEE / SOFT SKILL TRAINER

(i) Organization: Crimson beans. New Delhi

11 November, 2013 to 4th June, 2014

Major Roles and Responsibilities undertaken:-

- Provides career assessment training
- Provides Dressing For Success training
- Offers conflict resolution training
- Mentors individuals entering or re-entering the workforce
- Provides college entrance assistance

Organization: **Dainik Baskar**, New Delhi, June 2012 to August, 2012.

(ii)

Project: - HR Functions in Dainik Bhaskar

Description: - A comprehensive study of Enterprise Resource Planning model on DB Group, Bhopal was conducted. Along with with the model's thorough analysis, its successful implementation was also our responsibility. This entire task was executed in tie up with personnel from HCL. An insight on the right way of human resource mapping, deployment and maintenance was obtained from the above program. A very useful tool gained during this particularly program imparted in me few very crucial know-about in the field of Human Resource management.

(iii) Organization: **Cadbury India**, New Delhi, June 2010 to August 2010

Project: - Recruitment and Selection

Description: - The Company was hunting for the best human resource solutions as per the industry level. The major role was to near perfectly predict the movement of its employees at various levels within the organization through promotions, transfers etc. as well out of it as a result of the act of attrition. This study involved conduction thorough analysis and data mining on various inputs provided by several official reports of Cadbury India Ltd. The prime focus of the report was to find out the rightly generate the employees' shifting pattern and design the recruitment and selection models, exercises and later execute the same.

Conference Paper:

Presented Paper named as **Work Place Spirituality and Work-Life Balance: An Introspection of two major aspects among Female Faculty Members in Kolkata, West Bengal** in St. Xavier's, ICCEEM-2019.

Presented Paper named as **A study of the online game effect on the youth of different B schools of Kolkata, West Bengal – Special reference to PUBG in one day seminar at Bhawanipur Educational society, Kolkata, 15 th May, 2019.**

Presented paper named as **A study on work life balance and quality of work life among female Faculty members: A conceptual, Theoretical and Literature Framework in West Bengal, India** in International Conference on Innovative Research in Education, Law, and Governance.

Gender Studies, Humanities and Various Management Practices held at **Jawaharlal Nehru University, New Delhi**, on 23rd February, 2019, ISBN: 978-93-85822-83-4.

Organized / Attended Workshop/ Conference/ Seminar:-

Attended Workshop for European Union, In IIM Calcutta, 2019.

Organized a Workshop of **Employee Engagement Activities in MNC's** in Chandigarh School of Business, (15 December -19 December), 2014, Chandigarh group of colleges, Chandigarh.

Organized a Seminar of **Approaches of Human Values and Ethics in Modern Era. On 18 July 2012, Dainik Bhaskar Corp Ltd, Noida.**

Initiated a Management club:-

Prabandhan for Management Studies, in Chandigarh University for MBA Students.

Extra-Curricular Activities:-

- Participated in **FDP Program in Human Values Orientation** in Chandigarh Group of College, Jhanjeri organized by Punjab Technical University in December, 2014.
- Worked as an active member in **Registered NGO called MAD- Make a difference, Mohali** being engaged in social service and rural development programs.
- Participated in Soft Skill Training Program in **NIAM institute-An integrated Corporate Training Centre** in February, 2009.

SCHOLASTIC ACHIEVEMENTS:-

- Premium scholarship in all semesters during the graduation at Guru Gobind Singh Indraprastha University, Delhi.
- Merit scholarship from Hindustan Petroleum Corporation Limited (H.P.C.L.) in Std. XII.
- Certificates of excellence in Std. XI & XII.

Linguistic Proficiency:-

Language	Read	Write	Speak
Hindi	Yes	Yes	Yes
English	Yes	Yes	Yes
Punjabi	No	No	Yes

Other areas of interest:-

- Events organizing
- Hosting events
- Reading books/articles/materials on HR solutions and management
- Interacting with people
- Social activities

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Pankhuri Sharma

24th June, 2020.
