



CAREER OBJECTIVE

To obtain a responsible career, where I could optimally utilize my education, qualification as well as gained professional experience for making significant contribution in a progressive and dynamic organization.

SPECIAL ACHIEVEMENT

**EMPOWERED WOMEN AWARD
2018**

PERSONAL DETAILS

FATHER'S NAME:
Late Shri Pradeep Chaturvedi

DATE OF BIRTH:
25th July 1982

LANGUAGES KNOWN:
Hindi, English

CONTACT

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DR. VARTIKA CHATURVEDI

Associate Professor

EDUCATION

Ph.D
2013
Chaudhary Charan Singh University, Meerut

M.Com
2009
Chaudhary Charan Singh University, Meerut

PGDBM (HR & MARKETING)
2005
International management center, New Delhi

B.Com (Hons)
2003
Maharani's College, Jaipur
Rajasthan University

WORK EXPERIENCE

Sirifort Institute of Management Studies, Rohini
HOD – BBA, July 2018 – Till date

Job Responsibilities:

- Day to day operation, departmental activities
- Conducting industrial visits and guest lectures for students
- Organizing faculty development programs
- Formulating management clubs and conducting activities under them

Lingayas University Faridabad (December 2017-april 2018)
Associate Professor, School Of Management Sciences

Job Responsibilities:

- Delivering lecture to MBA & BBA students.
- Representative of SMS in the admissions department.
- Conducting Management events: organized HR Symposium in

February 2018(with eminent personalities like Mr.Kamal Singh, NHRD, Mr.Abhay Kapoor, North region Head HR Amazon etc)

- Organized Industrial Visit for MBA ; BBA students to Yakult, Parle Agro and NSE.
- Subjects Undertake: Human Resource Management, International Business Management, and
- Talent Management.

ADDITIONAL QUALIFICATIONS

- CISCO Certified Trainer for English Language & 'Voice & accent'
- Proficient in using computers

PROFESSIONAL SUMMARY

- 14 years of experience including 12 years in teaching HR and general Management Subjects.
- Ability to prepare syllabus, deliver lecture and hold group conversations on related topics with students.
- Coordinating with the admissions team.
- Cisco Certified Trainer for English Language & 'Voice over & accent'
- Conducted PD Classes from last 5 Years in different Management Institutes.
- Arranged training and placement activities and Industrial Visits for the students.
- Member of AIMA,NHRD & UN Global Compact
- Profound Public Relations.

OTHER ASSOCIATIONS

- Associated with Shiva Institute Of Management Studies.
- Associated with ABES, Ghaziabad.
- Associated with VETA, Ghaziabad
- Associated with AHA, Ghaziabad

Vishveshwarya Group of Institutions, Dadri (July2012 –Nov 2017)

Designation: Dean Student Welfare. (Aug2015 –Nov 2017)

Job Responsibilities:

- To arrange for congenial living environment in the campus including Hostels for the students
- To monitor day to day essential support required for academic and co-curricular activities of students
- To arrange for special care for the weaker and needy sections of students
- To prepare plan and execute programs for holistic development of the students
- To enable students to participate effectively in the management of Hostels and also in organization of the students related activities
- To advice Student Council as and when required
- To work with the Assistant Director of Academics, Hostel Wardens, Sport Officer, Cultural Officer for all matters related to students' Welfare
- To arrange to depute students to participate events/programmes outside the College.
- To keep in touch with the guardians as and when require
- To arrange for maintenance of students' discipline in the College.

Designation: Manager Admissions. (Aug2015 –Nov 2017.)

- To give presentations in Schools and coaching as a part of promotional events.
- Liaisoning with vendors related to branding and advertising activities.
- Managing team of tele callers and marketing executives.
- Maintain relations with Principal, Teacher Deans of Schools and colleges.
- Coordinating with consultants for admissions.

Designation: HOD MBA (July 2012-August-2015)

- Coordinating academic activities and contributing to the overall development of the Department.
- Monitoring the performance of students and render support as required.
- Constantly upgrading course architecture of the 2-Year PGP Program
- Handling Students' issues related academic administration
- Organizing Events like Induction Programs, Panel discussion, Guest lectures Symposium, Marketing Mania, and Seminars etc.

PAPERS PRESENTED/PUBLISHED

- Paper Presented at Mewar University on 'Role of HR in Economic Slowdown'
- Paper Presented at IMS Noida on 'unethical Practices In HR' in Dec 2010
- Two Research papers published in International Journal ' Management Prudence'
- Paper presented in National Seminar on ethics in ITS Greater Noida 'corporate Governance-Mapping the Terrance' in Jan 2012.
- Paper presented on "Leadership Challenges for 21st Century Business : Issues and Challenges" (National Seminar) on February 24-25, 2012.at ITS Greater Noida
- Published paper in JETIR approaches to ethical decision making: in perspective to managers
- Presented paper at IPEM national seminar on 19th Jan 2019 on gender discrimination at workplace: myth or reality.

- Conducting Industrial Visits, OBL Trips for PG students.(Parle Agro, Priyagold, Bisleri, Yakult, Mother Dairy etc)
- Organized Summer Internships and final Placements in following companies(Bisleri, Pepsico, Minda, Uflex, HCL, Tata Motors, Amrit Foods, etc)
- Delivering lecture of HRM subjects in an effective manner in accordance with the curriculum.
- **Subjects Undertaken:** Organizational Behavior, Human Resource Management, Talent Management, Performance and Reward Management, Training and Development, Negotiation and Conflict Management, Business Ethics and Corporate Governance, Business Communication.

ITS Mohan Nagar (June 2009-June 2011)

Coordinator PGDM ; Assistant Professor HR

Extra Activities undertaken-Cultural coordinator, Sub Editor of the Newsletter, Admission Committee Member

Job Responsibilities:

- Teaching HR ; General Management subjects to MIB ; BBA students
- Conducting personality development sessions for the PGDM students.
- Conducting faculty development programs.
- Industrial visits of the under as well as post graduate programs
- Subject's undertaken – 1st Trimester Business Communication, Principles of Management, 3rd Trimester - Business Ethics and Corporate Governance, 2nd Semester MBA- Managing Human Resource

IMS NOIDA (July 2006-June 2009)

Sr. Lecturer (HR); (training & development)/ Placement Coordinator

Job Responsibilities:

- Teaching HR subjects to the PGDM; PGCRM students
- Conducted personality grooming sessions FOR MIB, PGCRM, PGDM, MCA
- Assisting Head Placements In the Placement Procedure
- Organizing Guest Lectures from the corporate Delegates, Industrial Visits for the students.
- Organizing Seminars ; Workshops
- Active member of the cultural committee of the institute.

Converges (Gurgaon) (Sept 2003-Aug 2005)

Asst. Manager HR

Job Responsibilities:

- Conducting interviews for different process
- Induction of employees.
- Maintaining Salary; Incentives records.

SEMINAR/CONFERENCES/WORKSHOP/PROGRAMME

ATTENDED

- Behavioral Labs On:
 - Interpersonal Competence
 - Personal Growth
 - Communication Skills
 - Leadership

SWOT ANALYSIS

STRENGTHS:

- COMMUNICATION SKILLS
- HONESTY
- CONFIDENCE
- HARD WORK
- DETERMINATION & DEDICATION
- CONSISTENCY
- PLEASING PERSONALITY
- COMMAND OVER SUBJECTS
- GO GETTER APPROACH
- VAST EXPERIENCE OF DIFFERENT FIELDS
- ADAPTABILITY
- OPEN FOR IDEAS & NEW LEARNING
- MANAGEMENT SKILLS
- CONVINCING POWER
- PUNCTUALITY
- TEAM WORKER

WEAKNESS:

- GET TOO MUCH INVOLVED IN THE JOB
- SEEKS PERFECTION IN ASSIGNMENTS

OPPORTUNITIES:

- RAPIDLY PROGRESSING EDUCATION SECTOR
- NEED OF MULTI DIMENSIONAL FACULTIES IN EDUCATIONAL INSTITUTIONS
- EDUCATION SECTOR IS ABSORBING CORPORATE CULTURE AND HAVING EXPERIENCE IN BOTH I FIND VAST OCEAN OF OPPORTUNITIES COMING AHEAD

THREATS:

- CANNOT COMPROMISE WITH MY PRINCIPALS/VALUES

- Faculty Development Programme by Dr. Bappa Mukherjee On preventive Health Care.
- HR Summit Organized By NMA.
- National HR Seminar Organized in IMS Noida on "Managing human capital in global meltdown"
- Faculty Development Programme organized by Hero Mindmine.
- Attended Annual Management Convention of AIMA Sep 2011.
- Attended 16th National Youth Conference on 'What AM I Worth' on 16th March 2014 at Pioneer Institute of Professional Studies Indore.
- Attended AIMA 11th NATIONAL HRM SUMMIT: Theme: 'Positioning HR to Create Value: Building Indian Multinationals – The HR Agenda' 14 – 15 September 2012: Shangri-La's-Eros Hotel, New Delhi
- Attended 60th National Management Convention at Le Meridian New Delhi from 26th to 27th Sep 2013, theme: Courage in uncertainty.
- Attended NHRDN 2nd National IR Summit' Towards Sustainable Industrial Relations' 16 – 17 May 2014, India Habitat Centre, Lodhi Road, New Delhi
- Attended NHRDN 2nd National HRM Summit 'Preparing for Talent 2020: Lead, Develop, Engage & Reinvent' 22-23 August 2014, The Sheraton, New Delhi
- Attended CII Skills and CSR Conference on "CSR the game changer for skill Development' on 18th July 2014 in Ahmadabad.
- Participated in 6th Business responsibility Summit 2014 "Business as partners in India Development", Hotel Le Meridian New Delhi.
- Attended a 15 days module on Entrepreneurship at NIESBUD in September 2015.
- Attended at I.T.S UG campus, Workshop on "ERP-SD (Sales & Distribution)" by CETPA Infotech Pvt. Ltd, (15th Nov 2016).
- Received Women Empowerment Award in the education sector in January 2018.
- Attended 5 days fdp program in feb 2018 at Lingayas University

SKILLS

