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**RESUME for the Post of Assistant Professor (MBA-HRM/OB)**

**Career Objectives** : *To strive consistently and sincerely for excellence ensuring growth both for self as well as organisational and endeavoring for continuous learning for competency enhancement for effective and meaningful contribution*

**Qualification** :

- **UGC NET qualified in Dec 2007** .
- 73%, MPM & IR (Masters in Personnel Management and Ind. Relations) Jiwaji University, Gwalior, 1997
- 82%, B. Ed. IGNOU, New Delhi
- 80%, Honors Diploma in System Management, APTECH, 1996.
- 59%, B.Sc. (PCM), Jiwaji University, Gwalior, 1995
- 64%, Intermediate (PCM) MP Board of Sec. Education, 1992
- 68%, Secondary School, CBSE, 1990

**Experience** :

Institute of Management Studies (IMS), Sec 62, Noida	<b>Senior Lecturer (Management)</b>  July-12 onwards	Handling Management classes <ul style="list-style-type: none"><li>• <b>Human Resource Management</b></li><li>• <b>Principles of Management</b></li><li>• <b>Organisational Behaviour</b></li><li>• <i>Other Lecture Sessions / HR conference duty etc as assigned</i></li></ul>
MGM College of Engineering and Technology, Sec 62 , Noida	<b>Lecturer (MBA)</b>  Jan 12- June 12	Handling Management classes for B.Tech 2 <sup>nd</sup> & 3 <sup>rd</sup> Year students <ul style="list-style-type: none"><li>• <b>Industrial Psychology</b> (<i>Motivation, Leadership, Scientific Management, Business Communication, Training &amp; Development, Recruitment &amp; Selection, Performance Appraisal</i>)</li><li>• <b>Industrial Sociology</b> (<i>Basic Industrial sociology, Industrial Growth, Industrial Relations, Trade Unions, Disputes, Grievance Handling</i>).</li><li>• <b>Industrial Management</b>, (<i>Basic Management Concepts, Management Functions, Management Approaches, Quality Management</i>)</li></ul>
Wigan & Leigh College, INDIA, CHANDIGARH	Faculty (HR) Jan08-July-08  Visiting Faculty (HR) Aug-08 Jan-09	Handling Management classes in <i>Organisation Behaviour, Team Building, Integrated Organisation Principles, Business Communication &amp; Soft Skills.</i> Handled Overall Academic Department Functions, <i>Mentoring Students, Coordination with the Visiting Faculties, Arranging Guest Lectures and Industrial Visits for the students. Students Feedback for Faculties, MIS reporting to the head office, Successful conduct of Exams of Sem-I, Sem-II &amp; Result Preparation done single handedly.</i>
PGM Institute of Mgmt. & Technology, Panchkula	Faculty (HR) July07-Jan 08	<i>Handled classes for HR for MBA scholars in HRM subjects, Worked on Course Transaction Plan, Enrichment materials for students, Institutional Development &amp; Growth.</i>
Balkan Consulting,	Recruiter	• <i>Independently handled a wide range of employers</i>

Ghaziabad, (NCR)	May05 -March07	<p><i>right from manufacturing to IT in providing them the suitable probable for their specific requirements across all levels of positions in various functions</i></p> <ul style="list-style-type: none"> <li>• <i>Handled the key Accounts of Wipro Consumer Care, Crompton Greaves, RelianceEnergy, Doosan, Engineering, TechMahindra, Honda Siel Power Products etc across various functions and levels with help of job portals like Naukri, Monster, Jobsahead, Timesjob Telephonic conversation with candidates to assess their competency &amp; genuineness. interaction with Company's HR Deptt. short listings and arranging interviews.</i></li> </ul>
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**Conferences /Seminars/ FDPs Attended:**

- FDP on SPSS and Research Methods at IMS, Noida in July' 12
- International HR Conference organized by IMS Noida in Oct '12

**Workshop Conducted:**

- Conducted a workshop on Team building, Leadership and Communication for school teachers at Shri Sirdi Sai Public School , Muradabad, July 2013

**Personal Details:**

**Date of Birth** 21-08-1975

**Marital Status** Married

**Husband's Name** Manoj K. Srivastava, Regional Officer  
CBSE Regional Office, Dehradun

**Address** Flat No 302, Plot No 136, Sector 4, Vaishali,  
Ghaziabad

**Two References:**

**1. Dr. Sanyam Bharadwaj**  
Director  
NIOS, Govt. of India  
Sector 62, Noida  
**Contact No.** 9868202680

**2. Dr. I.D. Gonjari**  
Assistant Director, AICTE  
Chandralok Building  
Janpath, New Delhi  
**Contact No.** 09911416409

Signature with date