

Ms. Priyanka P. Arora

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CAREER OBJECTIVE

To be a part of an institution/ organization which helps me to learn and grow as a professional and allows me to add value in the overall development of the institution and my country.

WORK EXPERIENCE:

Institute	K.S. School of Business Management, Gujarat University, Ahmedabad
Tenure	Since July 2016 (Visiting Faculty); From 24 th Aug, 2012 to 19 th Aug, 2015 (Full-time on contract)
Designation	Assistant Professor
Job Profile	<ul style="list-style-type: none">○ Teaching courses like Communication Skills, Commercial Communication, Soft Skills development, Business communication, Technical Communication & Entrepreneurship skills, Introduction to Humanities (in part).○ Training students for G.D. and P.I.○ Involved in Extracurricular and Academic events of the college.○ Designing Question papers and Course outlines.
Achievements	<ul style="list-style-type: none">○ Successfully introduced Soft Skills development (SY), Introduction to Humanities (SY), Technical Communication (TY), Entrepreneurship skills (4th yr) in new Semester system.○ Was the Event Co-ordinator of TechnoMantra 2014, State level technical annual event and reached record breaking numbers.○ Helped in Course designing of - Soft Skills development, Technical writing and Mass communication for new semester system.○ Was Asst. Event Co-ordinator of TechnoMantra 2013.○ Was a part of Judging panel at KSSBM for 'Ahmedabad Mirror Talent Hunt 2013' inter-college competition.○ Introduced new teaching methodologies like presentations, role plays, mock sessions.

Institute	Rollwala Computer Centre, Dept. of Computer Science, Gujarat University, Ahmedabad
Tenure	Since July 2012
Designation	Visiting Faculty (Odd Semesters)
Job Profile	<ul style="list-style-type: none"> Teaching Technical Writing and Communication Skills (TWCS) to MCA students, Communication Skills to PGDCSA students. Designing Question papers.
Achievements	<ul style="list-style-type: none"> Introduced new teaching methodologies like game based learning, presentations, etc. Conducted GD-PI workshop.

Institute	G.L.S. (J.P. Shah) Institute of Business Administration, GLS University, Ahmedabad
Tenure	From 20 th Aug, 2015 to 30 th April, 2016 (Academic session 2015-16)
Designation	Assistant Professor
Job Profile	<ul style="list-style-type: none"> Teaching management courses like Managing people, Marketing Management, Advanced marketing management (specialization), Strategic management, Sales and Distribution management (in part). Training students for G.D. and P.I. Involved in Extracurricular and Academic events of the college on regular basis. Designing Question papers.
Achievements	<ul style="list-style-type: none"> Learned and implemented 'Moodle' for online objective examination. Was the Event Incharge of 'Face-to-Face' event in 'Image 2015', State level annual management fest. Was the Event Co-ordinator of 'Fun-Fest 2016', in-house talent hunt event. Introduced new teaching methodologies like showing audio/videos, topic based classroom activities, role plays, etc. Part of CSR activity of college (waste pen donation campaign).

Institute	AES Institute of Computer Studies, Ahmedabad University, Ahmedabad
Tenure	From July 2014 to Nov 2016
Designation	Visiting Faculty (Odd Semesters)
Job Profile	<ul style="list-style-type: none"> Teaching Communicative English (CE) to iMCA students. Designing Question papers.
Achievements	<ul style="list-style-type: none"> Student's feedback (2015-16) overall rating of 4.45/5 (Outstanding). Student's feedback (2014-15) overall rating of 4.03/5 (Outstanding).

Company	Career Launcher, Ahmedabad
Tenure	From 18 th April, 2011 to 30 th April, 2012
Designation	HR and Admin Head
Job Profile	<ul style="list-style-type: none"> Designing HR manual, various letters and forms templates. End-to-end recruitment, joining formalities and induction of new joiners. Tracking performance of all the employees on monthly basis through KRAs. Maintaining Employee database, attendance, celebration of employee birthdays. Handling Accounts related work like managing collection, library fund and petty cash, recording of bills and coordination for payments of bills and salaries. Handling employee grievances and motivating the staff.
Achievements	<ul style="list-style-type: none"> Established HR systems from the scratch. Improved feedback from students and employees. Conducted a team building workshop with all 3 centre employees.

Company	Career Launcher, Ahmedabad
Tenure	From 01 st Feb, 2009 to 31 st July, 2009
Designation	Reasoning and Quant Faculty
Job Profile	<ul style="list-style-type: none"> ○ To teach Mathematics and Analytical Reasoning for various entrance exams ○ To conduct mentoring sessions. ○ To guide students for G.D. and P.I.
Achievements	<ul style="list-style-type: none"> ○ Earned the title of ‘Reasoning Queen’.

RESEARCH PAPERS/ PUBLICATIONS

MONTH AND YEAR	JOURNAL NAME	IMPACT FACTOR	TITLE OF PAPER
Oct 2017 (Volume 3, Issue 10, pg.44 - 48)	International Journal of Humanities and Social Science Research (IJHSSR) ISSN: 2455-2070	Impact Factor (RJIF): 5.22	Leading effects of traditional Indian mentality on women
July 2016 (Volume 1, Issue 2, pg. 130-132)	International Journal of Physiology, Nutrition and Physical Education (IJPNE) ISSN: 2456-0057	Impact Factor (RJIF): 5.43	KUDO: An mixed martial arts form
May 2016 (Volume 3, Issue 3, Part A)	Khel Journal (IJPESH) Print ISSN: 2394-1685 Online ISSN: 2394-1693	Impact Factor (RJIF): 5.38	Different Dimensions of Indian women as Bodybuilders
April 2016 (Volume 4, Issue 4)	International Journal of Advance Research in Computer Science and Management Studies (IJARCSMS) Print ISSN: 2347 - 1778 Online ISSN: 2321 - 7782	Impact Factor (SJIF): 6.047	Evaluation of Training programs in organizations

ACADEMIC BACKGROUND

YEAR	COURSE	COLLEGE / BOARD / UNIVERSITY	PERCENTAGE
2015	Certification in Food and Nutrition	Indira Gandhi National Open University (Distance)	64%
2009-11	PGDM (HR & Marketing)	St. Kabir Institute of Professional Studies, Ahmedabad	9.17/10 (CGPA)
2005-08	B.Sc. (CA & IT)	K.S. School of Business Management, Gujarat University, Ahmedabad	70% (aggregate)
2004-05	HSC (Commerce)	N.R. Sec. & Higher Sec. School (GLS), GHSEB, Ahmedabad	85.50%
2002-03	SSC	N.R. Sec. & Higher Sec. School (GLS), GSEB, Ahmedabad	82.29%

ACHIEVEMENTS

- Cleared B Level ESOL Examination conducted by **SCOPE**, University of Cambridge in Jan 2010.
 - 2nd rank in PDGM, 3rd rank in B.Sc. (CA & IT), 2nd rank in HSC and 3rd rank in SSC in respective college/ school.
 - Awarded “**Best Cadet** from NCC Cadet’s Welfare Society” in June 2008.
 - Story covered by **Times of India** titled ‘*Soaring like a Hawk*’ in *Youth Power* on May 19, 2008 based on achievements as NCC Cadet.
 - “**Chief Minister’s Best Cadet**, Air Wing” award and scholarship in March, 2008.
 - “**Gujarat University Best Cadet**, Air Wing” award Jan 26, 2008.
 - Awarded Gold medal & trophy in **State level Aero-modeling** competition in NCC, Air Wing in 2006.
 - Eight responses to Business Standard, Student’s Corner question published on 27/10/10; 10/01/11; 24/01/11; 14/02/11; 21/02/11; 07/03/11(**BEST RESPONSE**); 14/03/11; 21/03/11 respectively.
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WORKSHOPS AND CONFERENCES ATTENDED

- Seminar on ‘Relationships’ and ‘Stress management’ at Learnathon organized by Gurukul education, Nagpur in Sep 2017.
- NAAC sponsored National Conference on ‘Higher education in Post globalization scenario’ held at GLS Institute of Business Administration (GLSIBA) in April 2016.
- Faculty development Program in Jan 2016 organized by GLS Centre for Research and Development (GLSCRD).
- Training on ‘Moodle’ organized in Dec 2015 by GLSIBA.
- Workshop on ‘Leading change from the classroom: Teachers as leaders’ organized in Nov 2015 by GLSIBA.
- ‘Placement and Related Activities’ organized by Gujarat University Placement Cell in Dec, 2014.
- The 9th Annual HR conference at Ahmedabad Management Association (AMA) held in October, 2010.
- ‘Personal Progress through Financial Planning’ conducted by AMA in 2008.

WORKSHOPS CONDUCTED

- ‘Employability Enhancement Training’ and workshop on ‘Health and Fitness – Diet and Nutrition’ at GLSBBA in Jan 2018.
 - Conducted National Level TechnoQuiz with I.C.E. Gate Institute in Jan 2018.
 - Workshop on ‘Team building’ and ‘Recruitment & Selection’ for BBA students at NR Institute of Business Administration in Nov 2016.
 - Self organized workshop for students on ‘Personality Development & Public Speaking’, ‘Campus recruitment training’ and ‘Self Realization’ in June – July 2016.
 - Workshop on Team building in Phoenix, education organization in 2013.
 - Campus recruitment training for GATE students in I.C.E. GATE Institute in 2013.
 - Team building and strategy in Apttus India, IT organization in 2012.
 - Communication and public speaking in Net4Nuts, IT organization in 2012.
 - Conceptualized the event ‘EDGE’ for IBMR and conducted fun activities in ‘Melange 11’ in 2011.
 - Team building workshop in IBMR for final year students of MBA in 2011.
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HOBBIES

Work out (Gym), Rapping, Driving

INTERESTS

Free hand drawing, Playing computer games, Music & Playing keyboard

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

- Own a **Channel** on YouTube named “*Versatility Unlimited*” with original Rap compositions, Soft skills training and workout videos.
 - Provide Personal **Fitness Training** to clients.
 - NCC Air-Wing ‘**B**’ and ‘**C**’ Certificate holder.
 - Organized an Educational Event under **CSI** (Computer Society of India) in Gujarat University on 2nd November, 2007.
 - Participated in Social Service Rally and Blood donation camp in 2006.
 - First Level **Music Certification** with First class in 2003.
 - Drawing Elementary Certification in 2000.
 - **Flying** experience of 20 hours in Microlet ZenAir STOL.
 - Trained in **Parasailing, Rifle shooting** and **Skit Shooting**.
 - Participated in *5 state and 1 national level* camps during the tenure in NCC, Air Wing.
 - Coordinated and anchored in many formal and informal events during graduation and P.G.
 - First Prize at intra school level of ‘Anchor Design a Kit Contest 2001’ and qualified for the *National round*.
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PERSONAL DATA

Date of Birth	17 th March, 1987
Gender	Female
Languages Known	English, Hindi, Gujarati, Punjabi
Nationality	Indian
Marital Status	Unmarried

REFERENCES

Dr. Savita Gandhi	Prof. & Head, Rollwala Computer Centre, Dept. of Computer Science, Gujarat University, Ahmedabad Mobile no.: +91 94260 43754
Dr. Shefali Dani	Director, Faculty of Business Administration, GLSBBA, GLS University, Ahmedabad Mobile no.: +91 98256 89389
Dr. Kalyani Patel	Asst. Prof. M.Sc. (CA & IT), K.S. School of Business Mgmt., G.U. Mobile no.: +91 9427526568
