**Dr. Praveen Mishra**

# Address

# Neelkanth Vishwa,

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**CAREER OBJECTIVE:**

To undertake the value based teaching and other associated responsibility at the highest level with great degree of maturity and understanding, carrying students to the peak of their intelligence.

**WORKING EXPERIENCE:**

* Worked as a Lecturer in BBA deptt. Of Govt. T.R.S. college Rewa (M.P.)from July 2009 to May 2015 and July 2017 to May 2020.

**Subjects covering:**

* Environmental Management .
* Personnel Management
* Computer for Management .
* Human Resource Development
* Communication Skill.
* Conducted the subject lectures regularly, keeping an eye on the understanding of the students.
* Arranged expert meets for students on a periodic basic to create an interest about the subject.
* Encouraged students to build committees among themselves.
* Provided students with information outside the classroom such as the future prospects in the subjects, the competitive exams, etc.

**CORE COMPETNCIES:**

* Profound knowledge of the subject areas and ability to teach students by using various methods.
* 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 organizational skills.
* Ability to communicate with the students, staff, and parents.
* Ability to advise the students and problem solving attitude.
* Attending monthly meeting and exchanging the status of the students with professor of other subjects.
* Solving the problems of the students.
* Conducting presentation by the students on different topics for there developments.
* Encouraging and motivating the students in participating the events and cultural activates.
* Keeping the attendance record and all other required records of the students.
* Preparing terminal papers and tests.
* Scheduling test to assess the growth and learning of the students.
* Teaching via using the good materials.

**SKILLS:**

* Motivator.
* Good explanation skills.
* Can easily interact with students.
* Disciplined.
* Always update myself.
* In depth knowledge of subjects.
* Problem solving skills.
* Scheduling test to assess the growth and learning of the students.

**ACADEMIC PROFILE:**

* Ph.D. in A.P.S. University, Rewa on “Effectiveness of New I.T. SAP System in H.R." - A case study of J.P. cement plant Rewa, under the guidance of Dr. N.P. Pathak, HOD (Economics) A.P.S. University Rewa (M.P.).

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| **Degree** | **Year of passing** | **University/Board** | **Marks(in %)** |
| Ph.D(SAP System) | Awarded 2015 | APS University Rewa(M.P.) | 68% |
| MBA (HR) | 2008 | APS University Rewa(M.P.) | 60.07% |
| BSc(Biology) | 2006 | APS University Rewa(M.P.) | 62.66% |
| XII | 2003 | M.P. Board | 62.88% |
| X | 1999 | M.P. Board | 63.4% |

**COMPUTER PROFICIENCY:**

* Diploma in Computer Application from Makhanlal Chaturvedi University, Bhopal(M.P.).

**PROJECT & TRAINING:**

* 3 months Summer Training done in Eicher Engg. Components Dewas - Effeteness of Training and development.
* Project on performance Appraisal in Personal Department of E.E.Co.

**PAPER PRESENTATION & SEMINAR:**

* Organized a national seminar on “Impact on Globalization on backward and weaker section of society" as well as given a presentation on the same topic in Govt. T.R.S. College, Rewa.
* Worked on a paper "Personnel Management".
* published a paper on "Effectiveness of Training and Development"
* Worked on a paper "Jab Specification"

**AREA OF INTEREST:**

* Human Resource Management and Teaching.

**SPECIAL SKILLS:**

* Flexible and innovative.
* Converting innovative ideas to design.
* Goal oriented, supportive and smart worker.
* Good communication and organization skill.

**PERSONAL DETAILS:**

DATE OF BIRTH :25.12.1985

FATHER’S NAME : Shri C.M. Tripathi

LANGUAGE KNOWN : Hindi & English

SEX : Female

MARITAL STATUS : Married

CATEGORY : General

NATIONALITY : Indian

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

#### Place- New Panvel

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**(PRAVEEN MISHRA)**