|  |  |
| --- | --- |
| **Dr. GOURI SHARMA W/o**  Mr. Gaurav Kumar Sharma  Flat No. E- 44, Jhelam Apartment,  Sector- 28, Pratap Nagar,  Jaipur-302033  9413166718, 9785274898  Email: gksharma.jpr@gmail.com  skype id: gksharma.jpr83 | WhatsApp Image 2022-04-05 at 12.41.54 PM.jpeg |

Respected Sir,

Subject: **Curriculum Vitae.**

I am herewith enclosing my complete curriculum Vitae for your kind perusal. I request you kindly consider my application for variable and give me the opportunity to serve under your control. I assure you that I shall hard to bring credit to your esteemed organization.

Year of Experience - 19 years+ (approx.)

Expected Salary - 70,000 - 90,000/-P.M.

(Negotiable)

Thanking you.

Yours truly

**(Dr. Gouri Sharma)**

**CURRICULAM VITAE**

|  |  |
| --- | --- |
| **Dr. GOURI SHARMA W/o**  Mr. Gaurav Kumar Sharma  Flat No. E- 44, Jhelam Apartment,  Sector- 28, Pratap Nagar,  Jaipur-302033  9413166718, 9785274898  Email: gksharma.jpr@gmail.com  skype id: gksharma.jpr83 | WhatsApp Image 2022-04-05 at 12.41.54 PM.jpeg |

**Career Objective:**

To gain expertise in my functional area through the application of my learning’s to organizational settings and then moving beyond to gain an overall perspective of organization and execute wider responsibilities. To be a successful professional and to strive for academic excellence and impart quality functioning of academic administration. Inculcate the habit of executing effective implementation and rectification of academic administration Problem in the mind of all concerned.

**Academic Details:**

* Ph.D. awarded in February 2021
* MJ with Ist Div, 2017
* MBA with Ist Div. in 2012
* B.Ed. with Ist Div. in 2008
* B.J.M.C. with Ist Div. in 2007
* M.A. with IInd Div. in 2006, 2011, 2014
* B.A. with IInd Div. in 2004
* 12th with Ist Div. in 2001
* 10th with ISt Div. in 1999

**Technical Qualification:**

* A.D.C.A. In Computer Application and Tally accounting from NET KING Computers.
* Well versed with MS-work, MS-excel, MS- PowerPoint, Internet.
* RS-CIT certification completed with 80%
* Steno in English from Tagore Polytechnic Institute, Jaipur
* Steno in Hindi from TTC, Dausa
* yping Hindi- 40W/M & English- 50 W/M.

**Strength:**

* Believe in Hard work.
* Self Confident

**Work Experiences: (Total 19 yrs)**

* **Assistant Registrar (HR & Administration) along with the position of Assistant Professor in Jaipur School of Business in “JECRC University”, Jaipur from 2020…..**
* To maintain and Integrity of students academic records.
* To maintain all Type of correspondence with Govt/Non Govt as well as with other academic authorities.
* To complete backup correspondence, handling visits & finalizing the cumber some processes were single handed done. Imperative to mention that all documentary & other hurdles were processed very smoothly.
* Ardent compliance of rules & regulations of different Departments enforcing in University and strong control over all the purchase, Lib, ERP Data, Transport, successfully accomplished.
* Dealing all official including all Teaching and Non Teaching employees as well as student matter also.
* All Recruitment process: From sorting the CVs, interview arrangement for all departments/schools as per the requirements, appointment, ERP, Pay fixation, Payroll management, Relieving formalities.
* To deal all student affairs including of Admission section’s data manage as per the requirements like Discipline matter, Fee related matter, Hostel problem, JU Scholarship matter, Class list, Student data
* To prepare the Academic Calender, Holiday calendar, NAAC related issues, Student counselling, Dealing with the student Withdraw issues, Fee Refund matters.
* **Incharge of Dy. Registrar/Assistant Registrar at JECRC University Jaipur 2020-2021**
* To maintain all official issues on behalf of the Registrar, when it's required.
* To work on ERP Systems with fully HR works like implementation the employees record with payroll management and leave status and in and out formalities in ERP System
* To prepare Appointment order, Joining report, Salary decision, Maintaining the leave record, apply to PF contribution, ESI schemes, prepare the data of all multitasking workers etc.
* To manage/ handle of all the routine activities for the director like: Scheduling internal and external appointments and Co-ordination of Director's meetings in terms of organizing, updating calender, taking down the minutes and follow up of the meetings.
* **Office Coordinator /HR-Establishment section in “JECRC University”, Jaipur 2018-2021**
* To coordinate between employees and employer from joining to starting work with all assigned duties, managing of employees in both personal file management with ERP system in the various tracker system. Preparing monthly report and working with the Director/Registrar. Operation and maintenance of HR software with HR records and tracking of all data in various types of reports. Coordination and management with the authorized persons in different departments like Library, Faculty, supporting staff, IT and other Govt bodies PF, ESI, Medi-claim etc. and other HR/admin related work if any required.
* **Personal Assistant cum HR/Establishment section in “JECRC University”, Jaipur, Aug,12-July, 2018.**
* Maintenance of All office Records and personal files of each employee.
* Manages the requirement process after identification of manpower requirement, interview process, screening /shortlisting of qualitative CV, Executing & managing entire interview process, with follow up with the selected candidates till their date of joining. Proficient in MS office tool and internet etc.
* Working on ERP Systems with fully HR works like implementation the employees record with payroll management and leave status and in and out formalities in ERP System
* Preparing Appointment order, Joining report, Salary decision, Maintaining the leave record, apply to PF contribution, ESI schemes, prepare the data of all multitasking workers etc.
* Managing/ handle of all the routine activities for the director like: Scheduling internal and external appointments and Co-ordination of Director's meetings in terms of organizing, updating calender, taking down the minutes and follow up of the meetings.
* **Personal Assistant cum HR/Office Administrator cum HR in “ASHADEEP GROUP” Renaissance Buildhome Pvt. Ltd., Jaipur, 2011- July, 2012**
* To maintain all office records.
* To work on Computer like MS Office, MS Work, Excel, Power Point.
* Typing/making of notes, statement, letters, tables, report, documents etc. on PCs,
* To Make copies from of manuscripts, drafts, documents, etc., check and compare typed

material for correction, sorts incoming mail and arranges dispatch of outgoing correspondence with previous correspondence filling of papers, prepare and maintain files, registers, etc. notes and take follow up action on the correspondence,makes inquiries to obtain information, Work on PC for his/her assigned SAP or other other PC related works including data entry, work processing data communication etc., Maintain the PC equipment in good condition.

* To assist to the director in his/her routine activities and managing the same in his/her absence and also assisting in the planning and implementation of forthcoming projects/assignments like – inauguration, exhibitions, etc.
* To prepare the report through the collecting the data from various Independent Consultants (ICs) concessionaires with coordinating all officials and the rest of the company, maintain all documentation with filing, presentations etc.
* **Office Assistant /Steno cum P.A. in NHAI PIU Jaipur Project (Jaipur-Agra sec.)on NH-11, 2009-2010.**
* To Maintain all official issues on behalf of the Director, when it's required.
* To assist the director in his/her routine activities and managing the same in his/her absence and also assisting in the planning and implementation of forthcoming projects/assignments like – inauguration, exhibitions, etc.
* To Report and Data collection, with coordinating all officials and the rest of the company, maintenance of all documentation with filing, presentation etc.
* Typing/making of notes, statement, letters, tables, report, documents etc on PCs, make copies from of drafts, documents etc, check and compare typed material for correction, sorts incoming mail and arranges dispatch of outgoing correspondence with previous correspondence filling of papers, prepare and maintain files, registers, etc. notes and take follow up action on the correspondence, makes inquiries to obtain information, Work on PC for his/her assigned SAP or other PC related works including data entry, work processing data communication etc,. Maintain the PC equipment in good condition.
* **Office Assistant cum Steno in NHAI (A Central Govt. Organization), PIU - Dausa, 2008-2009**
* To maintain all office Records.
* To work on Computer like MS Office, MS Work, Excel, Power Point.
* Typing/making of notes, statement, letters, tables, report, documents etc. on PCs,Make copies from of manuscripts, drafts, documents, etc., check and compare typed Material for correction, sorts incoming mail and arranges dispatch of outgoing correspondence with previous correspondence filling of papers, prepare and maintain files, registers, etc. notes and take follow up action on the correspondence, makes inquiries to obtain information, Work on PC for his/her assigned SAP or other other PC related works including data entry, work processing data communication etc., Maintain the PC equipment in good condition.
* **Three years experience as Executive Assistant/ Office Administrator cum computer Lecturer in Saraswati T.T. College, Dausa & SSN, Dausa, May, 2005-2008.**
* Teaching the subjects of Basic computers and Education Technology Method of Teaching of various subjects .
* To Maintain all office Records.
* To work on Computer like MS Office, MS Work, Excel etc.
* Typing/making of Official letter like correspondence with RNC, Jaipur & INC, Delhi with their Inspections, Local Authorities, assign the duties of student in various hospital, letters, class time tables, report, documents etc. on PCs, student data entry, work processing data communication etc., Maintain the PC equipment in good condition.
* **Aswini Sr. Secondary School, Lalsot, Dausa as a Assistant Teacher from July, 2004 to 15th May, 2005.**
* Teaching the multiple subjects, lesson plan, co curricular activities, admission process.
* **Three years experience as a Date entry operator (tender basis) in Govt. Agriculture Dept. Dausa, 2005-2008 (Part Time)**
* Data entry work in Hindi and English of Horticulture Department, Govt of Rajasthan, Distt Dausa.(part time-consultancy work)

**Paper Publication in International and National journal**

* Gupta Sachin & Sharma Gouri (2014) ‘Entrepreneurial Leadership: A New Yardstick’, *Inspira- Journal of Modern Management & Entrepreneurship,* Volume 04 No. 02, April, 2014 pp. 124-126, ISSN No. 2231–167 XImpact factor 2.0546, **UGC referred journal.**
* Gupta Sachin & Sharma Gouri (2014) Corporate Social Responsibility In India: A Global Commitment, *International Journal of Latest Technology in Engineering Management & Applied Science (IJLTEMAS )*, Volume III, Issue V, 246-251, May 2014, ISSN 2278 – 2540, Impact factor 3.475
* Gupta Sachin & Vyas Anand, Chaturvedi Sumit & Sharma Gouri(2014) Financial Literacy: A Lesson For Life, Comdex Times: *A monthly journal of Management Ideas Magazine*, Volume XX, No. 6, pg no. 5-8, June, 14
* Sharma Gouri, Gupta Sachin & BhargavaAnvay (2018) An Analytical Study on Corporate Social Responsibility Practices for the Sustainable Growth of Power Sector Companies, *International Journal of Mechanical and Production Engineering Research and Development (IJMPERD),* ISSN 2249-6890, E-ISSN 2249-8001, July, 2018, ISSN 2249-6890, E-ISSN 2249-8001, Impact factor 7.6197, **Scopus Indexed Journal**
* Sharma Gouri & Bhargava Anvay (2018) Corporate Social Responsibility (CSR) As A Motivating Tool For Performance Enhancement Of Mining Employees In Rajasthan **(under publication on process)**

**Paper presented in International and National Conferences**

* Gupta Sachin & Sharma Gouri(2015) Corporate Social Responsibility- A Promise to Corporate Governance, Paper presented in National Seminar on education for Enhancing Ethics & Excellence at Pacific University, Jaipur, 11- 12 January, 2015
* Gupta Sachin & Sharma Gouri (2015) Corporate Social Responsibility (CSR) : A good strategic marketing tool for constructive brand image, Paper presented in International Conference on Marketing (ICM)-2015 Contemporary Trends & Challenges Across the Globe held at IIS University, Jaipur, 3-4 April, 2015
* Gupta Sachin & Sharma Gouri(2015) Appeal of corporate social responsibility in brand image: An assurance for economic growth, Paper presented in International Conference on Management and IT, ICMIT, 2015, “Technical and Higher Education in India” held at IIIM, Jaipur, 11 – 12 April, 2015
* Sharma Gouri & Bhargava Anvay (2016) Exploring role of CSR as a tool for educating India, IIIrd National Conference on Youth 2025: Skilling young India for global leadership, 12-13 February, 2016 at Jaipuria Institute of Management, 12-13 January, 2016

**Attended FDP/workshop (one week) and Certification Course (3 months)**

* Gouri Sharma, “Professional Development Programme on “Implementation of NEP-2020 for University and College Teachers’ Short-Term Professional Development Programme approved by UGC heon December 05 to December 13, 2022, secured ‘A’ Grade.
* Gouri Sharma, “5th Internatinal workshop on Research & Methodology” WORAM 5.0.2022, powered by International Council of Innovation and Research” Eudoxia Research University, USA on 5th January 2022 to 11th January 2022.
* Gouri Sharma,” Pedagogical and E-Learning Tools for Teaching”, Short term Faculty Development Programme, at Sanatana Dharma College at Alappuzhaa, Kerela on 4th August 2020 to 10th August, 2020.
* Gouri Sharma,” Self-Reliant India Mission”, Faculty Development Programme, at Shiksha Sanskriti Utthan Nyas, Kanyakumari, Tamil Nadu on 20th July -24th July 2020.
* Gouri Sharma, “Emerging Trends in Information Technology”, One Week Online Faculty Programme at IITM, Janakpuri, New Delhi from 20th-25th July, 2020.
* Gouri Sharma, “Research and Methodology WORAM 5.0- 2022 Course Work Certificate, 5th International Workshop on Organized by Eudoxia Research University, USA and Eudoxia Research Centre, India on 5th January 2022 to 11th January, 2022 (10 credits)
* Gouri Sharma, “ Enhancing Soft Skills and Personality, 8 Week Course, NPTEL Online Certification, at Indian Institute of Technology, Kanpur, during February-April, 2019. (2 credit)

**Online seminar/conference /workshops attended /participated**

* Gouri Sharma, “The Use of ICT enabled tools for Teaching, Learning and Evaluation in Higher Education Institutions” organized by Internal Quality Assurance Cell (IQAC), Durgapur Government College May 07-08, 2022.
* Gouri Sharma, “National Education Summit 2021, Envisioning The Reforms In Higher Education In regard to National Education Policy 2020” organized by Institute of Information Technology & Management on August 7, 2021
* Gouri Sharma, “Techno Pedagogical Transformation as per NEP 2020” organized by STI Hub at JECRC University Jaipur on 5th May, 2021
* Gouri Sharma, “Contemporary Issuers in Business and Finance in Present Pandemic Situation in India” Abinav, Lecture Series at Business Spectrum on 10th December, 2020.
* Gouri Sharma, “South China Sea & the Emergence of Great Power Rivarly” Global webinar organized at the Jawahar Lal Nehru College, Chakradharpur on 4th September, 2020
* Gouri Sharma, “Portal based Data Management”, State Level Webinar at IQAC, P.N. Das College, Palta on 24th August 2020.
* Gouri Sharma, “Understanding of Covid-19 According to Ayurveda, National Webinar, at PG Dept. of Kayachikitsa National Institute of Ayurveda, Jaipur on 19th August 2020.
* Gouri Sharma, “Entrepreneurship During Covid-19”, International Webinar, at IILM Academy of Higher Learning, Lucknow on 12th August, 2020.
* Gouri Sharma, “ Media in Cyber Era: Reporting the strategic Environment in South Asia”, at the Prajyoti Niketan College, Pudukad, Kerela on 31st July and 1st August, 2020.
* Gouri Sharma, “Emerging & Hidden High-Paying Jobs”, National Webinar at IHRM College Professional Studies, Kolkata on 31st July 2020.
* Gouri Sharma, “Wellness and Nutrition”, at Assocham India on 23rd July, 2020.
* Gouri Sharma “ Opportunities and Challenges in E-Commerce During Covid” Live WebinarIILM Academy of Higher Learning, Lucknow, July, 18, 2020
* Gouri Sharma, “Mental Heath Management”, International Webinar, at Hirasagar Institute of Technology on 28th July 2020.
* Gouri Sharma, “CSR in changing Times” Webinar at Fame Club, Prestige Institute of Management, Gwalior on 23rd July, 2020.
* Gouri Sharma, “Community Engagement, Institutional Social Responsibility and Social work Profession in Higher Education”, Webinar at IQAC, Vivek college of Education, Bijnor on 22nd July, 2020.
* Gouri Sharma, “New Wave in South Asian Cinema”, International Webinar, at Christ Nagar College, Trivendrum on 18th July 2020.
* Gouri Sharma, “Mentorship Session for Start-ups, Mentorship Programme, at Indira Gandhi Delhi Technical University for Women, Delhi on 12th July, 2020.
* Gouri Sharma, “impact of Communication on Career, Live Session at Regional College on 9th & 10th July 2020
* Gouri Sharma, “ Creativity, Innovation and Indian Startup Ecosystem”, Signature Session Series, at JK Lakshmipat University on 15th July, 2020. Gouri Sharma, “Higher Education & Building Successful Career Post Covid-19”, E-Conclave, at JK Lakshmipat University, Jaipur on 03rd July, 2020
* Gouri Sharma, “Role of Science in Covid-19 Crisis” International Webinar, at JECRC University, Jaipur on 24th June,2020

**Extra Curricular Activities:**

* Dancing, Singing & good communication skill in School & College.
* Rewarded as a winner in debate competition by District Collector, speech and dance in Training Programme by Health and Child Care Office in Dausa during B.Ed. Training programme.
* Rewarded from District Education Officer in Rajasthan TT College, Dausa
* Rewarded from MLA as a Dance Teacher in Saraswati TT College, Dausa.

**Language Known:**

English : Excellent

Hindi : Excellent

**Personal Details:**

Date of Birth : November 13, 1983

Marital Status : Married

**Permanent Address:**

Dr. Gouri Sharma W/o Mr. Gaurav Kumar Sharma

C/o Mr. MurariLal Sharma

2 B, Kalyan Nagar, Kartarpura,

Jaipur-302015

9413166718, 9785274898

Email- gksharma.jpr@gmail.com

I declare that the above information is true and correct to the best of my knowledge and belief.

Place:

Date:

**(Dr. Gouri Sharma)**