ROOPALI FULZELE

Email: roopali.fulzele@gmail.com

Mobile: +91 9582425298

PERSONAL PROFILE	Highly competent, energetic, result driven and hardworking professional. Have an exclusive combination of experiences in writing, research, teaching, evaluation, administration and information technology. Passionate about providing high quality, cutting edge data analysis and have an understanding of the data collection. Ability to effectively lead team and motivate them to do better, make sound decisions and prioritise. Flexible and capable to adapt to challenges when they arise while remaining aware of professional roles and boundaries.
EDUCATIONAL QUALIFICATIONS	
Present	**Pursuing Ph. d (Thesis has been Submitted)** Department of Business Administration and Management *SGB Amravati University, Amravati, Maharashtra* **Research Topic**: *"Impact of Knowledge Management and ICT in Recruitment, Selection and Training Process"*
2014	**HR Generalist Certification Course** Spectrum Infogain Institute, Noida, UP
2010	**Qualified UGC-NET** (Management)
2010	**Master of Business Administration (MBA-HR)** Department of Business Administration and Management *SGB Amravati University, Amravati, Maharashtra*
2006	**Master Computer Application (MCA)** *CCIT* *IGNOU, New Delhi*
2004	**Bachelor of Computer Application (BCA)** CCIT *IGNOU, New Delhi*
2003	**Bachelor of Internet Science (BIS)** ZED Career Academy (ZCA) *Kurukshetra University, New Delhi*
WORK EXPERIENCE	
Last (*February 2014 – August 2016*)	**Excel Books Pvt. Ltd. – New Delhi** *Project Manager and Content Developer* *Major Role/Objective:* Handling team and developing study materials for different universities for their respective management and IT courses.

Roles and Responsibilities:

- » Quality Content Management
- » Creating and produce research reports.
- » Providing recommendations to senior managers based upon research findings.
- » Processing and analysing raw data into reports.
- » Work with external data suppliers in order to achieve data accuracy and integrity.
- » Responsible for the development of client reports on the assigned projects.
- » Preparing daily workloads for team members & co-ordinating the daily allocation of work.
- » Motivating the team to achieve targets.
- » Dealing with and resolving problems and issues which arise.
- » Providing voice for animated e-lectures.
- » Recording video lectures.
- » Creating or writing content for e-learning and study materials for various universities.
- » Designing and revising table of content for various subjects.
- » Developing MCQs for the assessment purpose.
- » Developing Case lets and PowerPoint slides (PPT).
- » Delivering assignment on time with quality.
- » Meeting with clients to understand and meet their requirements.

Previous
(January 2011- December 2012)

Tecnia Institute of Advanced Studies – New Delhi
Assistant Professor

Subjects: Human Resource Management and Information Technology
Major Role/ Objective: Teaching, Evaluation, Research and Administration
Roles and Responsibilities:

- » Conducted the subject lectures regularly, keeping an eye on the understanding of the students.
- » Carried out practical sessions with explanation for better understanding helping the students in getting done the practical.
- » Carried out debate sessions in regular classes to help students to understand the subject better.
- » Encouraged students to build committees among themselves.
- » Provided students with information outside the classroom such as the future prospects in the subject, the competitive exams, etc.
- » Created assessment materials for students to evaluate their performance.
- » Provided supervision and research guidance to students in respect of all components of the specified

Previous (June 2006 – July 2008)	dissertation. » Co-ordinated in organising conferences, workshops, competitions or annual functions in the institute. » Performed internal administrative tasks within institutions. **JIS Pvt. Ltd.** *Software Engineer* ***Tools Used:*** HTML 4.0, DHTML, CSS, JavaScript, VBScript, SQL Server 2005 ***Major Role/ Objective***: Developing webpages and creating databases. **Roles and Responsibilities:** » Researched, gathered, organized information for websites » Created and edited contents for websites » Developed, designed and maintained a variety of webpages. » Worked with CSS, HTML, DHTML and JavaScript for enhancing websites. » Created layouts for websites. » Train the new employees.
SKILLS AND PERSONAL ATTRIBUTES	» Proficient in Microsoft Word, PowerPoint and Excel. » Strong logical and data analysis skills. » Ability to manage team members. » Strong decision making and problem solving skills. » Able to motivate and lead others in a team environment. » Strong existing computer skills with Microsoft Office, and general Internet and electronic communications. » Ability to analyse and interpret data. » Ability to handle and protect confidential and sensitive data with integrity. » Working knowledge of HTML, DHTML, CSS and JavaScript. » Ability to meet deadlines and work under pressure » An ability to build rapport and trust quickly with colleagues. » Able to prioritise tasks and workloads.
RESEARCH PAPERS PRESENTED	» **Knowledge Management in CRM: A Contemporary Model (Presented)** National Conference on Web and Knowledge Based System (WKBS) Emerging Trends & Perspectives (Sponsored by AICTE, Delhi), 2011 » **Impact of E-Learning in Economic Development: Acceleration to GDP (Presented)** International Conference on Business, Strategy & Management 2011 *ISBN: 81-87912-08-01*

	» **Greenfield Investment (FDI) for Sustainable Development of India: Increasing Benefits & Reducing Costs (Presented)** International Conference on Business Management in Turbulent Times (ICBMTT) Volume- II, 2011 *ISBN: 978-81-921739-8-6*
CONFERENCES & WORKSHOPS ATTENDED	» Workshop on Data Analytics, IP University, New Delhi. » National Workshop on Leveraging Technology using ERP and open source technology, Tecnia Institute of Advanced Studies, New Delhi. » International conference on Global Perspective of HRM in Disability Sector, Tecnia Institute of Advanced Studies, New Delhi.

PEROSNAL DETAILS

Date of Birth	:	21st March 1983
Father's Name	:	Dr. T. U. Fulzele
Mother's Name	:	Mrs Nalini Fulzele
Languages Known	:	Hindi, English, Marathi
Permanent Address	:	65-F, Pocket-1, Phase-1, Mayur Vihar, Delhi - 110091
References	:	Available on Request

Place: Delhi

Date: Roopali Fulzele