

Name: MAMTA KAUSHIK

Address: House No 1528 Sector-7,
Urban Estate, Kurukshetra 136118

Mobile: 0091-9910559627

E-Mail: kaushikm77@gmail.com

CAREER OBJECTIVE

University Assistant Professor with a wide range of knowledge and experience in different industries and looking to become an asset to a prestigious university in need.

CAREER ABSTRACT

More than Sixteen years of experience as a highly organized multitasking person in different industries of education, Hospitality and customer service.

CORE COMPETENCIES

- Experience in teaching a wide range of subjects of food and nutrition.
 - Excellent communication skills both oral and written
 - Extremely organized in all planning of class material
 - Efficient in time management
 - Willingness to put in the extra time it takes to be a successful professor.
 - Efficient in working with clients and providing nutritional status assessments.
 - Advanced in Microsoft Word, Excel, PowerPoint
-

PROFESSIONAL EXPERIENCE

Maharishi Markandeshwar University,
Mullana, Ambala, Haryana (India)

Since July 2016-til date

Website: mmumullana.org

Company Profile: group of Education institutes

Designation: University Assistant Professor- *Food and Nutrition*

Job Responsibilities NOC 4011

- Teaching Nutrition to the university subjects to the post graduate students of M.Sc. in Nutrition and dietetics and B.Sc. Nursing.
- Perform other academically-related duties as assigned by instructor's supervisor.
- Develop course curriculum, course scheme including credit hours course and laboratory work.
- Directing, guiding, and analyzing the dissertation work or thesis work of the master's degree programme.
- Prepares category sessions and assignments to assist students grasp course content and the way it integrates with overall student learning outcomes for the course.
- Serving on university committees handling such matters as program designing and change,

- and perform a spread of organizing duties additionally.
- Coordinating activities like, directing, and assisting with student internships in to rated hospitals.
- Arrange the Nutrition Education in rural areas by different aids such as skits, plays and demonstrations under the social and community education programme.
- Education and industrial training programme.
- Working as a post graduate's class coordinator and performing duties such as maintaining the student's record and data.
- Participate in departmental and college activities such as cleanliness campaign and other competitions.
- Guide the students in the project work and writing the project reports as a part of their curriculum.
- Play the role of mentor of the assigned students and help in their problems with suitable solutions.
- Evaluate, monitor and mentor student's biometric attendance records and academic progress.
- Working as a member of the different administrative committees such as event organiser, discipline committee and research.
- Member of the Literary Club and perform the relevant activities for the same.

New Call Telecom Ltd

February 2013 – June 2016

New Delhi, India

Nimbuzz APPLICATION

Company Profile: Multinational Telecom Company

Designation: Subject Matter Expert /Online Community (Social Media) Manager

Job Responsibilities NOC 5121

- Create a regular publishing schedule.
- Promote content through social advertising.
- Collaborate with other teams, like marketing, sales and customer service to ensure brand consistency
- Generate, edit, publish and share engaging content daily (e.g. original text, photos, videos and news
- Perform research on current benchmark trends and audience preferences
- Be accountable for the quality of the business rule
- Approve major changes to business rule.
- Prepare the business social media reports on the weekly and monthly basis.
- Responses to the customers review on the application store such as Google play store and Apple store.
- Reply on the priority basis to the customers queries within the given timeframe.
- Take care of the company's reputation on the social media and response accordingly.
- Report and coordinate with the Social media team such as content writer and application manager.

Euro Hotels group,

June2010- August 2012

London, United Kingdom

Website: www.eurogrouphotels.co.uk

Company Profile: Hospitality industry

Designation: Duty Manager

Job Responsibilities NOC 0632

- Check on all reservations for the day of arriving guests. Preparing registration cards and ensuring that they are complete and information accurate ahead of guest arrival.
- Co-ordinate with all departments concerned in order to maintain Front Office functions properly and requests carried out correctly ensuring the guest stay is well organised and coordinated.
- Handle guest complaints and other related problems and report on the Area Manager via weekly report.
- Resolved customer service related, work-related problems and submit the report to Head office for further evaluation.
- Hired and trained staff in job duties, safety procedures and company policies
- Requisition supplies and materials
- Ensured smooth operation of computer systems, equipment and machinery, and arrange for maintenance and repair work.
- To ensure proper staffing and scheduling of all Front Office colleagues in accordance to productivity guidelines
- Check cleanliness of the Hotel Reception as well as public areas, including waiting area outside the reception and parking area.
- Ensure that all staff are in correct uniform and have the correct appearance in line with company standards and uniform policy.
- Arranging guest shuttles and transport as well as any tours.
- Report any maintenance issues discovered or reported in the rooms and ensure that these are timorously carried out.
- Answer guests' enquiries, handles complaints and attend to the needs of the guests.
- Handled cash and end of day checking.
- Handled the security, customer service and some management concerns of an organization.

Maharishi Markandeshwar University,

Sep 2007-October 2009

Mullana, Ambala, Haryana (India)

Website: mmumullana.org

Company Profile: University

Designation: University Lecturer- Food and Nutrition

Job Responsibilities NOC 4011

- Taught university subjects to the under graduate students of B.Sc. Nursing degree students.
- Planned course syllabus to inform students of material assignments and course requirements.
- Researched new techniques and strategies for teaching and presented findings to other college professors.
- Reviewed curriculum currently in use by the university to determine whether updates were needed.

- Taught classes according to need and scheduled.
- Prepared curriculum for general courses and programs.
- Met with students regarding their academic goals and how to meet them.
- Developed professional logistics to improvise student performance.

DAV College,

Karnal, Haryana (India)

Website: www.kvadav.com

Company Profile: Education College

Designation: College Lecturer-Food and Nutrition

Aug 2005 – June 2007

- Taught courses in the subject area of Food and Nutrition to undergraduate students.
- Supervised and supported teaching assistants in laboratory work.
- Communicated with other professors regarding specific programs and how to better them.
- Conducted research into specific areas of study and implement new information into curriculum when possible.
- Stay informed about changes and innovations in their field.
- Served and supported functional activities of departmental committees.

ABJR College,

Kaithal, Haryana (India)

Company Profile: Education College

Designation: College Lecturer-Food and Nutrition

Aug 2003 – June 2005

Job Responsibilities NOC 4021

- Developed and implement innovative instructional methods.
- Assessed, reviewed and evaluate student activities and progress.
- Ensuring employees are offering exceptional customer service
- Dealing with customer complaints and issues

Department Of Food and Nutrition

Kurukshetra University Kurukshetra, India

Website: www.kuk.ac.in

Company Profile: University

Aug 2001 – June 2003

Designation: Lecturer in food and Nutrition

Job Responsibilities NOC 4011

- Taught university subjects to the post graduate students of M.Sc. in Nutrition and dietetics degree.
- Worked with students who are studying for a degree or a certificate or certification or are taking classes to improve their knowledge or career skills
- Planed lessons and assignments.
- Worked with colleagues to develop or modify the curriculum for a degree or certificate program involving a series of courses
- Guided, lead and mentor students in research projects.
- Created, innovated and implemented career-enhancement programs and activities.

ACADEMIC QUALIFICATIONS

- **Masters in science (Food and nutrition)** from **Kurukshetra University Kurukshetra, Haryana India in August2000.**
- **Masters in Art (English Literature)** from **Kurukshetra University Kurukshetra, Haryana India in August 2008.**
- Bachelors in **Science** from **Kurukshetra University Kurukshetra, Haryana India**
- **Diploma in Business administration** from **Institute of Administration Management, United Kingdom**

REFERENCE AVAILABLE ON REQUEST
