

PRIYANKA

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CAREER OBJECTIVE:

To pursue a successful, challenging & exciting career while being able to dispense my maximum potential to the benefit of the organization and at the same time acquiring knowledge on to the road of success.

INDUSTRY EXPERIRNCE

- ✓ **1Year 5Months** work experience in **Softage Information Technology Limited.**
- **10 Months** as a **Senior Executive - Operations**
- **7 Months** as an **Executive - Operations**

JOB PROFILE:

Core:-

- ✓ **Data Collection** and **Data Processing** from **field** to **zonal office** and finally sending to Circle office for warehousing;
- ✓ **Supervising** process of **Data collection, Data Entry** and **Data Processing**;
- ✓ **Auditing CIF, Data Process** and **Data Entry**;

Additional Responsibility:

- Preparation of **attendance chart**;
- Maintenance of **leave records**;
- Calculation of **Wages** as per Data Entered by operators;
- Managing **Manpower** in case of heavy data inflow;
- Maintenance of **office expenses** like **vouchers, stationary, refreshment** etc.

QUALIFICATION:

PROFESSIONAL:-

- ✓ Currently doing research for **Ph.D.** on “**Impact of Stress on the Work Performance of Employees Government Mental Hospitals. A case study of Uttar Pradesh**” from **Faculty of Management Studies, Banaras Hindu University, Varanasi** under the supervision of **Dr. Radha Krishna Lodhwal.**
- ✓ Pursued **MBA** from **Meerut Institute of Engineering and Technology, Meerut,** Affiliated to **Uttar Pradesh Technical University (2009-2011)**

Area of Specialization:-

Major - Human Resource Management

Minor - Financial Management

Open Elective – Rural Management

SUMMER TRAINING

2 months training in Personnel and Administration Department of **Jaypee Infratech Limited**, Noida

Research Project

- Completed a Research Project Report on ‘**Contract Labor in Jaypee Infratech Ltd**’

- ✓ Pursued **BBA** from **School of Management Sciences**, Varanasi, Affiliated to **Veer Bahadur Singh Purvanchal University** (2006-2009)

Area of Specialization

- International Business

SUMMER TRAINING

2 months training in **Bajaj Allianz Life Insurance Co. Ltd**, Varanasi

Research Project

- Completed a Research Project Report on ‘**Working Habits of Successful Financial Consultants**’

ACADEMICS:-

- ✓ **Higher Secondary in Commerce** from **Sunbeam English School**, Affiliated to **CBSE** Board (2006)
- ✓ **Matriculation** from **Sunbeam English School**, Affiliated to **CBSE Board** (2004)

COMPUTER PROFICIENCY:-

- ✓ Completed **2 Months Certificate Course in Office Automation (CCOA)** from
- ✓ Conversant with working knowledge of **Ms Excel**, **Ms Power Point** and **Ms Word**
- ✓ Packages (**SPSS** and **LaTex**)

CONFERENCES AND SEMINARS:

- ✓ Presented paper in **National Seminar on Sustainable Development and Inclusive Growth** organized by **Kurukshetra University**, Haryana from 14th - 15th March, 2013 on the topic “**Impact of Stress on the Employees of Banks – A Case Study of Nationalized Banks**”.

- ✓ **Attended an International Conference on Marketing Paradigms in Emerging Economies** organized by **Faculty of Management Studies, Banaras Hindu University**, Varanasi from 4th – 5th December, 2012.
- ✓ **Attended Conference on Contemporary Relevance of Mahamana's Thoughts and Vision** organized by **Faculty of Management Studies, Banaras Hindu University**, Varanasi from 8th – 9th December, 2012.
- ✓ Participated in **National Seminar on 'Emerging trends on Information and Communication Technology'** organized by School of Management Sciences, Varanasi from

FACULTY DEVELOPMENT PROGRAMME:

Participated in 7 days **FDP on Multivariate Data Analysis** from 14th – 20th June, 2013 organized by **Indian Institute of Information Technology and Management**, Gwalior.

TEACHING INTEREST:

Human Resource Management

Industrial Relations, Personnel Management, Negotiation and Counseling, Team Building and Leadership, Training and Development.

Finance

Management of financial institutions and services

International Business

International HRM, International Marketing

General Management

Fundamentals of Management, Business Communication, Organizational Behavior, Rural Management, Ethics and Values, Corporate Governance, Entrepreneurship.

CO-CURRICULAR ACTIVITIES AND PRIZES:

- ✓ College's *Joint Secretary* of *Literary Club* 2008-2009;
- ✓ Participated in *Workshop* on '*Water*';
- ✓ Participated in *Inter-College Elocution* contest;
- ✓ Participated in '*UP India Scouts and Guides training camp*'.

AWARDS:

Academic:

- ✓ *36th* (*junior level*) rank in *National Management Talent Search Examination*;
- ✓ *89th* (*senior level*) rank in *National Management Talent Search Examination*;
- ✓ *1st* prize in *Ad-Mad* (role play) Kolahal, *Inter-College competition*;

- ✓ *3rd prize* in *Best Entrepreneur*, Tech-Fest, *Inter-College competition*;
- ✓ *2nd prize* in *Manchan* (role-play), Tech-Fest, *Inter-College competition*;
- ✓ *1st prize* in *Ad-Mad* (role-play), *MBA Forum*.

Sports:

- ✓ Won *2nd prize* in *Net Ball*, *District Olympic Association*, Varanasi;
- ✓ Won *2nd prize* in *Kho-Kho*, *Inter-House Competition*.

PERSONAL INTEREST: Reading Novels.

PERSONAL STRENGTH:

Excellent *Communication Skill*, *Self-Starter*, *Confident* and *Goal Oriented*, *Implement changes*, *Adept* at *giving oral* and *written presentations*, *Crystal* about *decision taken*, *Motivate members* of a team to *achieve common goal*.

PERSONAL DETAILS:

Date of Birth : 2nd October 1988
Gender : Female
Marital Status : Single
Nationality : Indian
Religion : Hindu

REFERENCES:

Dr. R.K. Lodhwal

Associate Professor
Faculty of Management Studies
Banaras Hindu University
Varanasi – 221005

Dr. Rajkiran Prabhakar

Assistant Professor
Faculty of Management Studies
Banaras Hindu University
Varanasi - 221005

PLACE: Varanasi

DATE : 12th July 2013

Priyanka