



Name: Mrs. SHARMILA SINGH

Designation: Assistant Professor and Event Convener

Department: MBA

Phone No(s): 7619944491

Email: mgtsharmi10@gmail.com

Qualifications: Ph.D. Perusing (Thesis Submitted), MBA

Experience: 14.5 years

Area of Interest: Human Resource Management

Publication: 7 publications

Book/Book Chapter: 1book chapter (Himalaya Publications)

Patent: NA

Sponsored Projects: NA

Consultancy: NA

Sharmila Singh
Assistant Prof.
Department of MBA

ASHOKA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, VARANASI

Contact NO: +91- 7619944491,8317033959

email: mgtsharmi10@Gmail.com

sarmi.singh@gmail.com,

CAREER OBJECTIVE:

To work in a dynamic organization and utilize the opportunities in an innovative way which enhance knowledge, management skill sets and exposure in business administration in my core area.

WORK EXPERIENCE

❖ ***Working as Assistant Professor & Deputy Head (MBA) at Ashoka Institute of Technology and Management, Varanasi from JULY 2010 to till date.***

Responsibilities:

- Contribute to the development strategies of the department.
- Engage in external academic activities in accordance with the department's requirement.
- Engage in teaching at all levels using relevant teaching methods, e.g. lectures, seminars, tutorials, working as part of the teaching team.
- Develop and apply appropriate teaching techniques and materials, which may be novel or innovative, which create interest, understanding and enthusiasm amongst students.
- Supervise MBA student projects, dissertations and, where appropriate, placements and field trips.
- Take responsibility for academic duties (i.e. setting examination questions, marking, invigilation and pastoral support of students) required to sustain the delivery of high-quality teaching.
- Contribute to the efficient management and administration of the department by performing administrative/departmental duties as allocated by the Dean or Head of Group.
- Facilitating and supervising the co-curricular activities of the students.
- Take responsibilities for organize cultural, fine-arts, literary and many more events for the student's overall development.

SUBJECTS TO TOUGHT

- Managing Organization.
- Computer Application in management.
- Human Resource Management.
- Management Information System.
- Team Building and Leadership
- Organizational behaviour
- Industrial Relation & labour laws

- Training & development
- Talent management
- International human resource Management

❖ **Worked as HR Executive in Mehrab Auto Movers Pvt. Ltd from AUGUST 2009 to JULY 2010.**

Responsibilities:

- Manage process of the recruitment and selection.
- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.
- Drive initiatives in the management team and organizationally that contribute to long-term operational excellence.
- Maintaining Intersection's archival and administrative files.
- Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.

ACADEMIC BACKGROUND

- **Pursuing Ph.D.** from **Shri Krishna University** Chhatarpur Madhya Pradesh from 2019.
- Masters of Business Administration Degree specializing in HR & IT from **the BBS College of Engineering & Technology Allahabad, UPTU. 2009.**
- Bachelor of Science (IT) Degree from the AAI-DU Allahabad 2006.
- 'SSC' from Dr. Bhimrao Ambedkar College NTPC Unchahar Raibareli.2003.
- 'HSC' from Dr. Bhimrao Ambedkar College NTPC Unchahar Raibareli.2001.

PROFESSIONAL SYNOPSIS

- A considerable experience in the education sector both as an **Assistant Prof. and Head of Department.**
- A proven record of supporting, coaching and training staff and students to achieve goals.
- Establishing and maintaining positive relationships with fellow professionals and parents.
- Excellent written and verbal communication skills, with the ability to communicate subject material to students of mixed abilities and backgrounds.

INTERNATIONAL, NATIONAL RESEARCH PAPERS AND CONFERENCE

- Paper Published on **“The Level of Employees Job Satisfaction in The Private and Public Sector Banks”** in **“UGC care list-group1 (ANVESAK). ISSN: 0378-4568 in JUNE 2023.**
- Paper Published on **“Job Satisfaction in Banking sector”** in **“International Journal of Information Technology and Management. ISSN: 2249-4510 in February 2021.**
- Paper Published on **“A Comparative Study of Employee Job Satisfaction in The Private and Public Sector Banks”** in **“International Journal of Information Technology and Management. ISSN: 2249-4510, in February 2020.**
- Paper Published on **“Job Satisfaction of Employees in Public & Private Sector Banks of Varanasi with Special Reference to SBI & ICICI”** in International Journal, **“International Journal of Creative Research Thoughts (IJCRT). ISSN: 2320-2882**
- Paper Presented & Published on **“Job Satisfaction of Employees in Public & Private Sector Banks of Uttar Pradesh with Special Reference to ICICI & SBI”** in International Conference 'Transforming Business in ESG' in Ganapat University 2022“. **ISBN: 978-93-5596-761-9.**
- Paper Presented & Published on **“Employees Job Satisfaction in Banking Industry: A study on public & private sector banks with special reference to ICICI & SBI Bank”** in International Conference IESM, Ashoka Institute Varanasi in October 2022. **ISBN: 978-81-956917-0-8.**
- Organized **International Conference IESM**, at Ashoka Institute Varanasi in October 22.
- Paper Presented on **“Youth Perception Towards the Government & Private Jobs in recent advances: in International Conference (RASE 2021), Rajkiya Engineering College Sonbhadra on Dated: Feb27-29 ,2021**
- Paper Published on **“Perception of Youth Towards the Government & Private Jobs in Varanasi City”** in International Journal, **“Journal of Emerging Technology and Innovative Research (JETIR) in August 2021. ISSN: 2349-5162.**
- Organized National Conference on” **Emerging Trends in Science Technology and Management** “in 2017 and 2018.
- Presented a paper on **“Business Administration of Biotechnology Industry”** in National Conference, 11th march 2014 in **Ashoka institute of technology & management.**
- Presented a paper on **“Work life balance for working mothers in India”** in National Conference (**ETSTM**), 11th & 12th November 2017 in **Ashoka institute of technology & management, Varanasi. ISBN: 978-93-5281-325-4.**

- Presented a paper titled Impact of **Bagasse Cogeneration in the Sugarcane Industries of Uttar Pradesh: a Holistic Review** in the national conference on ETSTM-2017 held on 11th and 12th November 2017 ISBN: 978-93-5281-325-4.
- Presented a paper on **“Psychological perception of job seekers towards private and public sector jobs in Varanasi city”** in National Conference (ETSTM), 2nd & 3rd November 2018 in **Ashoka institute of technology & management, Varanasi**. ISBN: 978-93-5281-325-4.
- Presented a paper on **“A study on dark sides of performance appraisal system and its effects on employees”** in National Conference (ETSTM), 2nd & 3rd November 2018 in **Ashoka institute of technology & management, Varanasi**. ISBN: 978-93-5281-325-4.

FDP, WORKSHOP & SEMINAR

- Organized and Participated an EDP Workshop for faculty and students.
- Attended FDP on **“Perspective of Modern teaching Techniques& uses of case studies trough experiential learning** “organized by Department of Management at Ashoka institute of technology and management Varanasi on 23rd July 2016.
- Attended FDP on **“Modern Organization Techniques for emerging and scientific Applications”** organized by Ashoka institute of technology and management Varanasi from 25th to 29th June 2018
- Attended 5 Days FDP on **“Modern Optimization Techniques for Engineering and Scientific Application”** organized by Ashoka institute of technology and management Varanasi & sponsored by AKTU from 25-29 June 2018.
- Attended 5 Days FDP on **“OUTCOME BAESD EDUCATION”** organized by Ashoka institute of technology and management Varanasi from 1-5 July 2019.
- Attended 5 Days FDP on **“ORGANIZATIONAL BEHAVIOUR” Organized by St. Pious X Degree & Pg Collage for Women’s** by AICTE Training and Learning Academy from 15-19 Feb 2019.
- Attended 5 Days FDP on **“APPLICATION OF ARTIFICIAL INTELLIGENCE TECHNIQUES”** organized by Ashoka institute of technology and management Varanasi & sponsored by AKTU from 27-31JAN 2021
- Attended 5 Days FDP on **“AI AND MACHINE LEARNING USING PYTHON”** organized by Ashoka institute of technology and management Varanasi from 13-17TH JULY 2020.
- Attended 5 Days FDP on **“SOCIAL ENTERPRISE MANAGEMENT” Organized by VIVEKANAND EDUCATION SOCIETY’S INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH”** by AICTE Training and Learning Academy from 19 -23 JAN 2021.
- Attended 5 Days FDP on **“RESEARCH METHODOLOGY: TOOLS & TECHNIQUES” Organized by IILM COLLEGE OF ENGINEERING & TECHNOLOGY”** by AICTE Training and Learning Academy from 18-22 MAY 2020.
- Attended 5 Days FDP on **“INCLUDING UNIVERSAL HUMAN VALUE IN TECHNICAL EDUCATION”** organized by **All India Council for Technical Education (AICTE)** From 19-23 December 2022.

- Attended a workshop on “**Perspectives of Modern Teaching Techniques and Uses of Case Studies Through Experimental Learning**” organized by **IBS BUSINESS SCHOOL** on 23rd July 2016.
- Delivered a lecture on **Agri business** organized by **bio-tech dept at Ashoka institute.**
- Delivered a lecture on **Perception** organized by **Dept. Of Management at Ashoka institute.**
- Attended a seminar on **Retail Marketing** organized by BBS College Allahabad.
- Attended a seminar on “**RESEARCH METHODOLOGY & RESEARCH PRESENTATION**” organized by **Ignited Universe** in Association with **Shri Krishna University Chhatarpur** on 7TH AUGUST 2021.
- Attended a seminar on **Total Quality & Management** organized by Ashoka institute of technology and management Varanasi on 23rd September 2014.

INDUSTRIAL TRAININGS AND EXTRA ACTIVITIES

- Six weeks summer training at **NATIONAL THARMAL POWER CORPORATION(NTPC) UNCHAHAR, RAIBARELI** during MBA in June-July 2008 on the area of **job satisfaction** of the employees in NTPC.
- Done a RESEARCH PROJECT ON “**PERFORMANCE APPRAISAL SYSTEM OF THE EMPLOYEES**” during MBA in FEB-MARCH 2009.
- Four weeks summer training at **LUCKNOW RAILWAY** during graduation in July 2002 on the topic of **Railway Reservation System.**
- Done a RESEARCH PROJECT “**HOSPITALITY MANAGEMENT**” during graduation in May 2003.

Achievements & Responsibilities

- **Event Convener** of the Ashoka Institute of Technology & Management Varanasi from 2017 to till date.
- Rewarded with appreciation certificate for organize the conferences and seminars in institute.
- Awarded Certificate for Organizing **Tech Fest (Management Ensemble 2014 & 2015)** in ABHYUDAY fest, at ASHOKA INSTITUTE OF TECHNOLOGY AND MANAGEMNT.
- Awarded Certificate for Coordinating “**FASHION SHOW “IN ABHYUDAY 2014, 2015 & 2016**” Cultural fest, at ASHOKA INSTITUTE OF TECHNOLOGY AND MANAGEMNT.
- Active participation in cultural activities.
- Member of **discipline committee** in Ashoka institute Of Technology & Management.
- Head of **anti-ragging** committee in Ashoka institute Of Technology & Management.

COMPUTER INTELLECT

- Good hand on Internet, Microsoft office (Word, PowerPoint & Excel)
- Programming Languages : Visual basic(6.0), C++, HTML, basic knowledge in j
Java
- Operating Systems : Windows, Linux.
- Database Knowledge : ACCESS, ORACLE (PL/SQL).

PROFESSIONAL SKILLS

- Ability to learn new skills in depth.
- Good team handling, leadership and decision-making skills.
- To leverage my analytical strengths and new ideas to provide business solutions.
- Good analytical and problem-solving skills. Ability to work under pressers.

LINGUISTIC SKILL

- English
- Hindi

AREA OF INTEREST

Reading books, Dictionary, Browsing, Discussing current happenings with friends.
Collecting information about new HR policies.

Personal Information:

Father's Name : LT.Mr. shivsevak singh
Spouse Name : Mr. Ajay Singh
Date of birth : 10th July 1986
Language proficiency : English & Hindi
Marital status : Married
Gender : Female
Nationality : Indian

Declaration

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

Place: -Varanasi

(Sharmila Singh)