

# **LEENA SHARMA**

Address : House no. 968,  
Sector 9, Ambala City,  
Haryana.  
Pin -134003

## **Assistant Professor (Management Department)**

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- Seeking opportunity to contribute in making all the educational programs run according to the educational plans of the institution.
- Keeping self as well as the students up to date with the latest discoveries in the field

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## **CORE COMPETENCIES**

- Academics
- Administration
- Subject proficiency (Marketing)

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## **SKILL SUMMARY**

- MS Excel
- MS Powerpoint
- MS Word

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## **CAREER PROGRESSION**

- Name of organization : ITFT Education Group
- Job role : Assistant Professor
- Job responsibility :
  - Preparing handouts and presentations for the subjects
  - delivering lectures
  - Video recording
  - Maintaining records of students
- Joining : July 2014 till date

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## **KEY ACHIEVEMENTS /ACCOMPLISHMENTS /AWARDS**

- Completed Soft Skills Development Program conducted by “WEEXCEL”, Chandigarh.
- Held the responsibility of “class representative” in college.
- Bagged 1st Prize in a fashion show held in college fest in graduation, twice.

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## **TECHNOLOGICAL SKILLS**

- Comp Proficiency: MS OFFICE
- Web/Multimedia: Youtube and Google for research related work

## EDUCATIONAL QUALIFICATIONS / CERTIFICATIONS

YEAR	DEGREE	INSTITUTION	PERCENTAGE
2012-2014	M.B.A (with Specialization in Marketing)	University Institute of Applied and Management Sciences (UIAMS), Panjab University, Chandigarh	71.33%
2008-2012	Bachelor of Technology ( Specialization in Computer Science)	Swami Vivekanand Institute of Engineering and Technology, Punjab Technical University.	80%
2008	Class XII	D.A.V Public School, Ambala City. (C.B.S.E)	74.6%
2006	Class X	Convent of Jesus and Mary, Ambala Cantt. (C.B.S.E)	86.6%

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## TRAININGS/SEMINARS/WORKSHOPS

S.NO.	PROJECT TITLE	ORGANISATION NAME	DURATION	WORK DONE
1.	Comparative Analysis of Products and Services offered by PSCB with that of two Public sector banks (SBI and PNB) and how to increase the level of customer satisfaction.	Punjab State Cooperative Bank (PSCB)	May 2013 to July 2013 (M.B.A)	<ul style="list-style-type: none"><li>• Understanding the working of the bank and the products offered by it</li><li>• Comparison of products with other bank products on various basis</li><li>• Devising ways to increase the satisfaction level of current customers</li><li>• Information obtained by means of closed ended questionnaire.</li></ul>
2.	Oracle Apps (Order Management Module)	C&S Electric Ltd., Noida	June 2011 to December 2011 (B.Tech)	<ul style="list-style-type: none"><li>• Learnt Oracle Order Management Module</li><li>• Performed SQL, PL/SQL Queries in real time</li></ul>

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## PERSONAL DOSSIER

Personal details about family

Father- Dr. Rabinder Nath Sharma

Mother- Dr. Sunita Sharma

Date of birth- 06/02/1990

Nationality- Indian

Marital status- Single

Languages Known- English, Hindi.

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