

## **MONICA GUPTA**



### **ASSISTANT PFOFESSOR/ HOD (MGT. DEPT.)**

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- Looking after day to day activities of the whole department..
- Taking lectures.
- Preparation of handouts and PPT's.
- Research work.

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### **CORE COMPETENCIES**

- Excellent communication
- Creative Team Leadership
- Content Designing
- Listening skills, Optimism and Hard working.

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## **CAREER PROGRESSION**

### **1. ITFT Education group/ Consultancy**

*HOD/Assistant Prof.(Management Dept.) Aug'13-Present*

Responsibilities:

- Looking after day to day activities of the whole department.
- Dealing with all administrative departments of the college.
- Is a part of the Executive council meetings which are responsible for the decision making of the whole college.
- Keeping a check on the attendance of students of the whole department.
- Data complication of all the activities of department.
- Subjects taught:
  - Basic Accounting.
  - Business Finance/Financial Management
  - Management
  - Retail Management.
- Worked as research analyst in core group of ITFT consultancy on RUSA (Rashtriya Uchatar Shikha Abhiyaan) project.

On the whole total work experience for 3 years in the field of education, consultancy and banking sector.

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**KEY ACHIEVEMENTS /ACCOMPLISHMENTS /AWARDS**

- Promoted to Dy.HOD in just 5 months after joining and then to HOD in 1.5 years.
- Won several prizes at state level in painting.
- Won debate competitions in school time.

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### TECHNOLOGICAL SKILLS

- Comp Proficiency:
- Well versed with MS Office (Power Point, Excel, etc)
  - Have done 100 hour computer training course by ICAI.

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### EDUCATIONAL QUALIFICATIONS / CERTIFICATIONS

**Academic Credentials:**

YEAR	PROGRAM	INSTITUTE	UNIVERSITY/BORAD	%age
2011-13	MBA	Gian Jyoti Institute of Management , mohali campus.	PTU	76.4  (with Distinction)
2007-10	B.com	MCM, sector-36  Chandigarh	Panjab university	71
2005-07	10+2th	Bhavan vidyalaya  Sector-27  Chandigarh	CBSE	82.4

2010	Have passed CA-intermediate, group-1.
2015	Pursuing PhD in Management (Business Administration) from PTU, Jalandhar. <ul style="list-style-type: none"> <li>• Course Work Completed.</li> </ul>

**Specialization In MBA:**

- Finance (Major)
- HR (Minor)

**TRAININGS/SEMINARS/WORKSHOPS**

**1. Axis Bank**

*Internship*

Worked as an ‘intern’ in axis bank sector 17 chandigarh during MBA for 2 months (in 2012).

**Project Title :** ‘summer training- e-banking services’

‘final project- retail banking services’

**PERSONAL DOSSIER**

Name : Monica gupta

Gender : Female

Date of birth : 20-7-1989

Marital status : Married

Nationality : Indian

Father's Name : Yash Paul Gupta

Husband's Name : Arpit Bansal

Linguistic Ability : English, Hindi, Punjabi

Address : House no. 873

Sector-12A

Panchkula.

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