

# SWATI SHARMA



## ASSISTANT PROFESSOR

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Having 4 years of experience in teaching as well as 2.5 years of experience in Pharma industry.  
Possess experience in the field of education both teaching & administration

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### CORE COMPETENCIES

- Good Communication
  - Team Work
  - Time Management
  - Technological Awareness
  - Building Collaborative Relationships
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### SKILL SUMMARY

- Optimistic & Proactive Attitude
  - Excellent interpersonal, communication and time management skills
  - Highly skilled in collecting the study material and chunking it in a proper way
  - Thorough knowledge of the subjects
  - Disciplined
  - Keen observer
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### CAREER PROGRESSION

#### Organization: ITFT

- ❖ Presently working as an Assistant Professor in Institute of Training & Future Management Trends (ITFT), Chandigarh, since July, 2012 to till date.

### KEY RESPONSIBILITY AREAS

- Designing the syllabus & course materials for the assigned subjects.
- Online Internal marks uploading of the students in the university website.

- ERP updating
- Creating & maintaining the admit card of the students
- Teaching via using PowerPoint slides and other good materials.
- Adhered to class schedules and college teaching policies.
- Recording of assigned lectures
- Accountable for achieving Assigned task
- Create a cooperative community in the classroom; model for students the importance of mutual respect and cooperation among all.
- Facilitated activities that developed student mental & emotional growth.
- Conduct small group & individual classroom activities with students

**Organization: Surya Pharmaceutical Limited**

Industrial Experience with Surya Pharmaceutical Limited as an Executive– Operation. Since November 2009 to June, 2012

**KEY RESPONSIBILITY AREAS**

- Maintaining files & personal records of employee
- Co-coordinating & follow ups with the field force
- Preparing & updating organogram of the organization
- Preparing daily, weekly and monthly consignment statements and provide the same through e-mail to the clients
- Coordinating with all branch offices located in different states.
- Drafting office’s notice, circular & orders etc.
- Handling data updating of hold & resigned field force
- Induction of new joiners
- Preparation of documentation related to full & final settlement of the employees & co-ordination with different departments

**KEY ACHIEVEMENTS /ACCOMPLISHMENTS /AWARDS**

- ✓ Bharat ko Jano Pratiyogita
- ✓ Intra competition on social skit 2<sup>nd</sup> prize
- ✓ Inter Debate competition 3<sup>rd</sup> prize
- ✓ During training period proved instrumental in recruiting Civil Engineers & PPC Engineers (Punjab Sigma Freudenberg Nok. Pvt .Ltd., Industrial Area, Phase-7, Mohali, Punjab).

**TECHNOLOGICAL SKILLS**

One Year Diploma in Software Technology.

(MS-DOS, Window 2000, HTML, MS-OFFICE 2000, FOXPRO, C, C++& WEB BROWSERS)

## EDUCATIONAL QUALIFICATIONS / CERTIFICATION

| Qualification                           | Year      | Institution/Board             | Percentage |
|---|-----------|-------------------------------|------------|
| M.B.A                                   | 2007-2009 | Panjabi University, Patiala   | 75%        |
| B.A Psychology Honours.                 | 2004-2009 | Punjab University, Chandigarh | 66%        |
| 12 <sup>th</sup> Standard               | 2004      | C.B.S.E                       | 65%        |
| One year Diploma in Software Technology | 2000      | Delhi Technical Institution   | A+         |

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## TRAININGS/SEMINARS/WORKSHOPS

Sigma Freudenberg Nok. Pvt .Ltd., Industrial Area, Phase-7, Mohali (Punjab).

**(During training period proved instrumental in recruiting Civil Engineers & PPC Engineers for Mohali site, Punjab).**

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## PERSONAL DOSSIER

Date of Birth : 6th May, 1985  
Husband's Name : Mr. Deepak Sharma  
Present address : #54, Sangam Enclave, Sector- 48 (A), Chandigarh  
Marital Status : Married

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