

NEHA THAKUR

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CAREER OBJECTIVE

Be affiliated with a prestigious institution and seeking a challenging position to utilize my skills and abilities in area of teaching and education that offers a professional growth while being resourceful, innovative and flexible.

WORK EXPERIENCE

- INSTITUTION: GURU NANAK COLLEGE KILLIANWALI, DISTT.- SRI MUKTSAR SAHIB, PUNJAB**

Working as Assistant Professor in Department of Business Management and Commerce on Contractual basis from February 2020 to till date.

ACADEMICS

Degree/ Course	Institution	Board/ University	Year of Passing	Percentage
M.Com	Kamla Lohtia Sanatan Dharam College, Ludhiana, Punjab	Panjab University	2017	73.61
B.Com	Guru Nanak Girls College, Ludhiana, Punjab	Panjab University	2015	65.72
Higher Secondary	B.C.M. Senior Secondary School, Ludhiana, Punjab	Central Board of Secondary Education	2012	85.20
Matric	B.C.M. Senior Secondary School, Ludhiana, Punjab	Central Board of Secondary Education	2010	79.80

ADDITIONAL QUALIFICATION

- Qualified UGC National Eligibility Test (NET) 2018 in Commerce.

RESEARCH WORK

- Published 06 research papers in UGC Listed International and National journals.
- Published 03 chapters in edited books by National publishers.
- Presented 08 papers in International and National Seminars.

EXTRA CURRICULAR ACTIVITIES

- Attended 7 day NSS Special Camp held under the theme “Drug Abuse” from 22-12-2019 to 28-12-2019 and based on the performance in regular NSS activities got placed in Grade: B.
- Attended 7 days NSS Special Camp held under the theme "Save Environment" from 25-12-2018 to 31-12-2018 and based on the performance in regular NSS activities got placed in Grade: A.
- Attended workshop on IT Applications in Commerce in 2015.
- Participated in various activities at both school and college level.

TRAINING

- Attended and completed with Grade “A”, 4-Week Induction/Orientation Programme for “Faculty in Universities/Colleges/Institutes of Higher Education” from June 26- July 24, 2020 organized by Teaching Learning Centre, Ramanujan College, University of Delhi
- Summer Training at Shingora Textiles Ltd. in Human Resource Department for a period of 45 days i.e. from 1st June, 2016 to 16th July 2016.

Responsibilities Executed:-

- 1) Prepared HR-related reports and documents as needed on Word, Excel and PowerPoint.
- 2) Helped in screening resumes and placement process.
- 3) Kept company’s internal database updated with employee related information.
- 4) Maintained payroll data including working hours, salaries or wages and fringe benefits. Also tracked progress and deadlines of various projects.

PROJECT UNDERTAKEN

- A study on “Job Satisfaction” at Shingora Textiles Ltd., Ludhiana.

Role:-

- 1) Analyzed strengths and weaknesses of the company.
- 2) Studied about various factors influencing job satisfaction among employees and the cause of indirect productivity problems such as absenteeism, turnover and poor quality of work.
- 3) Analyzed the effectiveness of organizational reward system.

OTHER SKILLS

- Good inter-personal skills
- Technology savvy
- Good at time management
- Leadership and team building

PERSONAL VITAE

Name	: Neha Thakur
Date of Birth	: 3 rd August, 1993
Hobbies	: Reading, Exploring places, Socializing, Listening music and Gardening
Language Known	: English, Hindi and Punjabi
Strength	: Positive Attitude, Smart Work, Quick Learning and Stress Tolerance.