

CURRICULUM VITAE

Garima Shrivastava Jain

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CAREER OBJECTIVE:

Seeking a position to utilize my skills and abilities as a successful employee in your organization that offers professional growth while being resourceful, innovative and flexible.

EDUCATION QUALIFICATION:

- Currently pursuing Doctor of Philosophy Ph.D in Management ; "**A Study of Impact of Emotional Intelligence on Academic Stress and Mental Health amongst College Students**" under the guidance of Dr. Manisha Singhai from DAVV- Indore.
- Master in Philosophy M.Phil.in Management from Institute of Management Studies (IMS) - DAVV, Indore with **7.96 CGPA** with **first class** in 2013-14.
- Master in Personnel Management MPM- (HR) from Pune University with **62%** aggregate with **first class** in 2008- 10.
- PGDBM (Finance) from Pune University **75%** aggregate with **first class distinction** in 2008- 10.
- Master in Business Studies MBS- (Finance) from Pune University with **72%** aggregate with **first class distinction** in 2010- 11.
- Master in Business Studies MBS- (Marketing) from Pune University **72%** aggregate with **first class distinction** in 2011- 12
- BCA from MCRPV Bhopal with **78%** aggregate with **first class distinction** in 2005- 08.
- 12th from CBSE board with **68%** aggregate with **first class** in 2004.
- 10th from CBSE board with **64%** aggregate with **first class** in 2002.

WORKING EXPERIENCE: (7yrs. in Academics and 1.10 yrs. in Industry till date).

- **Currently working in Indore Institute of Law, as HR Officer and Assistant Professor in Management from October 2018 till date.**
- **Worked in Acropolis Institute of Management Studies and Research, Indore as Assistant Professor in Management and Soft Skills Trainer- Career Development Cell for 1 yr.**
- **Worked in First Jobzz, Indore as Part Time Soft Skills Trainer for 1 yr.**
- **Worked in Altius Institute of Universal Studies, Indore as Assistant Professor (Mgt. and Commerce) for 2 yrs.**
- **Worked in Prestige Institute of Management and Research (UG and PG Campus) as Visiting Faculty for 10months.**
- **2 months working experience in Soft Vision College Indore, as In charge Management Dept.**
- **1 yr 10 months working experience in SVIT Indore, as Asst. Professor MBA (HR, Finance)**
- **3.5 months working experience in MIPS Indore, as Asst. Professor MBA (HR, Finance, IT).**
- **10 months exp in INFOSYS, Pune as Process Executive in F&A (Finance).**
- **01 yr. exp. as HR Executive in Raja Stone Crushing Ind. Pvt. Ltd. Seoni (M.P).**
- **Selected in DAVV Code28 profile in MIPS, Indore.**

GUEST LECTURES/ TRAINER:

- **Worked as HR Trainer at Micro, Small and Medium Enterprises (MSME), Indore.**

RESEARCH PUBLICATIONS:

International Publications:

- **HRM Practices in Indian Banking Sector: A Review**, International E – Publication ISBN: 978-93-84648-53-4, International Science Congress Association, Dec 2014 at MRSC, Indore.
- **HR Practices: A Comparative Study of Public and Private Sector Banks in Indore**, ISSN 2348 – 8891, Altius Shodh Journal of Management and Commerce, VOLUME : 1 ISSUE : 2, May 2014 at AIUS, Indore.
- **Current Status of Women Entrepreneurship in Indian Society**, ISBN- 978-93-5023-000-0, Shroff Publishers & Distributors Pvt. Ltd, Dec 2012 at VIPSAR, Indore.
- **Ethical Issues in HR**, International E – Publication ISBN: 978-93-84648-53-4, International Science Congress Association, Dec 2012 at MRSC, Indore.

CONFERENCE ATTENDED:

- Paper presented at 2nd **International Conference** on Envisioning 2030: The Path Ahead Globally 19th and 20th Dec 2014 at MRSC Indore.
- Participated and worked as research paper reviewer at 1st **International Conference** on Changing Management Paradigms in a Dynamic Business Environment, May 02- 03 2014 at AIUS, Indore.
- Paper presented at 1st **International Conference** on Dynamics of Innovative Practices in Management 22nd – 24th DEC2012 at MRSC Indore.
- Paper presented at 1st **International Conference** on Paradigm Shift in Innovative Business Management” December 01-02, 2012VIPSAR, Indore.

WORKSHOP and FDPs ATTENDED:

- Workshop on “**Research Methodology**” in MIT, Indore 2011.
- Workshop on “**Research Methodology**” in SVITS, Indore 2012.
- FDP on “**Train the Teachers**” in AIUS, Indore 2015.

MEMBERSHIP:

- Founder member of **Institute of Materials Management** in GSIMR, Indore.

ADDITIONAL RESPONSIBILITIES:

- **Currently working in Indore Institute of Law as HR Officer, KRAs are as follows:**
 - Developed the department of Human Resource in the organization individually.
 - Managing human resource of five departments individually.
 - Directly reporting to the Chairman.
 - Managing the manpower of 250 employees in the organization as HR Officer.
 - Performing overall activities of HR department including:
 - Recruitment
 - Selection
 - Exit/ Separation
 - Payroll
 - Retention
 - HR Policies
- **NEN** – National Entrepreneurship Network; Coordinator at AIUS, Indore.
- Prepared **HR Module** at AIUS, Indore.

ACHIEVEMENTS:

- Won medals and certificates in Academics and Extracurricular activities in college.
- Scored merit positions in University in BCA, PGDBM and MBS.

EVENTS COORDINATED:

- Coordinated **MAGNUS- 2014 (Inter- College annual fest)** in AIUS, Indore as **Event Coordinator**.
- Coordinated **Indore MUN- 2014 (Model United Nations)** in AIUS, Indore as **Event Coordinator**.
- Coordinated **SANGAM- 2011 (Inter- College Mgt. annual fest)** in Techno Spark 2011 organized in VIT, Indore as **Event Coordinator**.

ADDITIONAL QUALIFICATION:

- Computer Skills: C, C++, ORACEL, VB.NET, JAVA, DBMS, ASP.NET, **MS- OFFICE**.
- Certified course in **TALLY** from IGM.

PERSONAL SKILLS:

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people politely, willingness to learn & hard worker.

EXTRA CURRICULAR:

- **Cultural Head** in SIMR, Pune.
- Event organizer in all school and college annual day functions and other technical events.

PERSONAL PROFILE:

Name : Garima Shrivastava Jain.
Father's Name : S.S. Shrivastava.
Mother's Name : Neelima Shrivastava.
Husband's Name : Shubham Jain
Permanent Address : Babaria Road Barapahtar, SEONI (M.P.) –480661
Contact No. : 09425174710.
Nationality : Indian
Date of Birth : 04. Dec. 1986
Hobbies : Making new Friends & Listening music.
Languages Known : English and Hindi

REFERENCES:

1. **Dr. Rajneesh Jain:**9826036552- Director, IMS DAVV Indore
2. **Dr. Vivek Sharma:**9826049358- Lecturer, IMS DAVV Indore
3. **Dr. Tripti Sharma:** 9826358888- Principal, AIUS Indore
4. **Dr. Manish Jain :**9893302711- HOD, AIMSR Indore
5. **Dr. Manpreet Kaur Rajpal:** 9755013213- HOD, IIL Indore

Place: Indore (M.P)

GARIMA SHRIVASTAVA JAIN.

Dated: 06/02/2019