

CURRICULUM VITAE

HARMANDEEP KAUR

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OBJECTIVE

To touch the heights of success and glory by making best of efforts in a reputed organization and to work for the betterment of the organization with dedication and hard work.

EDUCATION

- **M.B.A. (Finance and HR)** from APEEJAY Institute of Management, Jalandhar, 81% (2009-2011).
- **B.Com (Professional)** from Hans Raj Mahila Maha Vidyalaya, Jalandhar, 72% (2006-09).
- **10+2 (Commerce with Computers)** CBSE, 86% (2005-06).

ADDITIONAL QUALIFICATION

- Certificate course in **INVESTMENT MANAGEMENT** from Guru Nanak Dev University (2006-07).

EXPERIENCE

February 2024 – March 2024 (2 months)

Worked at Government Mohindra College, Patiala as a **Resource Person** in the Department of Management

July 2022 – June 2023 (11 Months)

Worked at Mangalmay Institute of Management, Greater Noida, as an **Assistant Professor**.

Roles and Responsibilities

- Classes Taught -MBA, BCOM, BBA
- Member of Social Media Club
- Member of Stage Handling Committee
- Extensively Worked for NAAC / IQAC Committee

July 2013 – October 2020 (7 Years, 4 Months)

Worked at AIMETC, Jalandhar as **Assistant Professor**.

Roles and Responsibilities

- Classes Taught -MBA, BCOM, BBA
- Member of Time Table and Sports Committee
- Convenor of Internal Result Monitoring Committee
- Co- Convenor of HR Club
- Member of Social Media Club

Oct, 2012 – July, 2013 (10 Months)

Worked at PTU LC as **Lecturer** in Management.

Roles and Responsibilities

- Classes Taught -MBA, BCOM, BBA
- Admission counselling

June 2011 – May 2012 (1 Year)

Worked at HDFC Bank as **Personal Banker**.

Roles and Responsibilities

- Handling Cash / Non-Cash transactions
- Providing customer solutions.
- Handling Branch queries and customer walk-in
- Handling Branch deliverable's and Generating Business Leads

CERTIFICATIONS

Cleared UGC-NET in MANAGEMENT in June 2012.

SIX-SIGMA Green Belt program Certification from Motorola Solutions.

Lean Management from TQM International Private Limited

Cleared IRDA certification with 74% Marks.

Microsoft Excel Course (May 2020)

PUBLICATIONS

- Published Case Study on Ikea- The Indian Way (2023)
- Published an article on “*Financial Inclusion: Reaching the un-served*” in an edited book titled ‘Contemporary issues in Finance’, Bharti Publishers.(2015)
- Paper titled “*An Insight into Service Innovation: A Case of Indian Banks*” published in Apeejay Journal of Management.(2019)

CONFERENCES

INTERNATIONAL

- Presented Paper on “*Educational Management Information System : Integrating information tools and technology in education system*” in International Multi-Track Conference on Sciences, Engineering and Technical Innovations (IMTC-2014) held on June 3-4, 2014 at CTIEMT, Jalandhar, India

NATIONAL

- Presented Paper on “*A Study on Service Innovation in Banking: Public Banks vs Private Banks*” in National Conference on the topic “Rethink, Redefine, Redesign: A Futuristic Approach to Business” on April 19, 2014 at APJIMTC, Jalandhar.
- Presented Paper on “*Educational Management Information System (EMIS): A New Revolution in Modern Education System*” in National Conference on the topic “Rethink, Redefine, Redesign: A Futuristic Approach to Business” on April 19, 2014 at APJIMTC, Jalandhar.
- Attended NATIONAL CONFERENCE ON BUSINESS INNOVATION organized by APEEJAY Institute of Management, Jalandhar on February 27, 2010

COMPUTER LITERACY

Skilled in using Internet and Microsoft Office applications.

INTERESTS

Reading Books, Painting, Listening to Music, Writing poetry.

INDUSTRIAL TRAINING

- 4 weeks training from **Kotak Securities Ltd.**, Jalandhar on project “Consumer’s perception regarding availability, use and features of Mutual funds” in 2007
- 6 weeks training from **Kotak Securities Ltd.**, Jalandhar on project “Study of products traded in Indian Stock Market” in 2008
- 8 weeks training from **Royal Bank of Scotland (RBS)**, Jalandhar on project “Increase Brand Awareness and Wealth Profiling of exporters in Jalandhar” in 2010.

VOLUNTEER EXPERIENCE

- Donated Blood at various Blood Donation Camps.

EXTRA CURRICULAR ACTIVITIES

- Won 1st prize in Workshop on Executive Communication in 1st Semester of MBA at APEEJAY INSTITUTE OF MANAGEMENT, JALANDHAR.
- Won 1st prize in Rangoli making in ‘Pinnacle 2009’ at APEEJAY INSTITUTE OF MANAGEMENT, JALANDHAR.
- Won 2nd prize in Rangoli making in ‘Impetus 2010’ at SHREE ATAM VALLABH JAIN COLLEGE, LUDHIANA, and in ‘Pinnacle 2010’ at APEEJAY INSTITUTE OF MANAGEMENT, JALANDHAR
- Organized Blood Donation Camp at Apeejay Institute of Management for NGO “PEHAL” on 01-04-2010.

PERSONAL INFORMATION

- FATHER’S NAME - Dr. Anand Kumar Singh
- MOTHER’S NAME- Mrs. Indra Sokhey
- DATE OF BIRTH - 01- 12-1987
- NATIONALITY- Indian
- MARITAL STATUS- Married
- LANGUAGES KNOWN- English , Hindi, Punjabi

REFERENCES:

- **Dr. Rajesh Bagga** – Director, APJIMTC Jalandhar.
Mobile: 98159-41418
- **Dr. Navjote Khara** – Professor at Niagara College Canada.
Web Profile : <http://in.linkedin.com/in/navjotekhara>
- **Mr. Nitin Bhagat** – Manager , HDFC BANK Ltd, JALANDHAR
Mobile: 98780-51729

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