URVASHI SHARMA

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Career Objective

Aspiring for a Mid-Senior level Management position in Administration or Academics within esteemed Global Institutions or Higher Education sectors, where my expertise, innovative mindset, and dedication to excellence can contribute significantly to institutional success and advancement.

Professional Summary

I hold a Postgraduate degree in Business Administration with dual specializations in Marketing and Human Resources, as well as a master's in clinical psychology. With over ten years of experience in the education sector, I have developed a strong expertise in Academic Affairs and Management, Government Projects, and General Administration. My professional background includes significant responsibilities in placements, corporate relations, managing international assignments, and overseeing faculty affairs within the institute.

Work Experience

Consultant (Administrative) July 2024- Present

Indian Institute of Technology Delhi

- Managing Administrative tasks of the Office of Dean-Faculty
- Handling faculty affairs associated with IITD-AD (International Campus)
- Managing Office operations and routine assignments

Manager- Client Relationships (Executive Education)

April 2023- April 2024

Indian Institute of Management Ahmedabad

Developing and cultivating Existing and New Clients for both Open Enrolment and Customized programmes,
International Immersions and MoUs.
Optimizing B2B strategies to foster business growth and collaboration.

Assistant Administrative Officer- Placement

Indian Institute of Management Jammu

November 2022- March 2023

All duties and Responsibilities of Placement Officer

Manager- Training and Placement/ Asst. Placement Officer I/c

May 2021- October 2022

Indian Institute of Technology Indore

- Handling all duties and responsibilities of Placement Cell independently
- Liasoning and coordinating with associated companies, start-ups for new tie-ups.
- Steered initiatives for smooth coordination and functioning of Online Campus Placements and Internship drive, new collaborations, and ventures.

Participation and regulation in Industry and Academia collaborations as part of State govt. initiative, Govt. projects.

Project Manager - TEQIP III (Under Ministry of the then HRD)

March 2019- July 2019

Indian Institute of Technology Indore

- Managing Official activities sponsored under Project Sponsored by Ministry of Human ResourceDevelopment, TEQIP III
- Coordinating with NPIU regarding expected courses/activities.
- Coordinating with faculty members (both Internal and External Participants with respect to theircourses. Making necessary arrangements before/after the commencement of the course with respect to feedback, reports, attendance, visits of external speakers/ faculties/ participants etc.
- Office documentation and Conversations over Email with internal and external parties.

Assistant (International Relations)

July 2017- July 2018

Indian Institute of Management Raipur

- Coordinating foreign projects with foreign delegates and various partner institutes.
- Conducting and coordinating the entire process of **International Student Exchange Program (both Incoming and Outgoing).**
- Coordinating with Various International Partner Institutes regarding collaborations,MoU's, and the Exchange programs.
- Managing various international events and competitions and scheduling Student's itinerary details in connection to foreign visits, Visa formalities in accordance with embassy's policies.
- Assisting/documenting the students' scholarships, Visa documentation, **FRRO (For Incoming Exchange Students),** processing grade details for all students participating in ISE program.
- Worked as a **Placement coordinator in Career Development and Placement Office (CDPO)** in connection to the recruitment process, leadership summits, aligning and monitoring the work of students' placement committee.

Centre Head

Career Launcher

September 2012- April 2016

- Undertook classroom sessions on English Language for various entrance exams (CLAT, banking and other integrated programs/IPM organized by IIM Indore)
- Sessions on Soft skills with special emphasis on personality assessment exercises.
- General Office management and administrative tasks task which included enterprise resource planning (ERP) fee management, schedule drafting, inventory management etc. using our company owned software (CLMS)
- Worked as counselling head and in close coordination with team for mobilization of enquiries generated.
- Handling presentations and seminars across states.

Academic Head

July 2010 – July 2012

PT Education

- Took Classes for UG students on Verbal ability and Business Communication for CRT (Campus recruitment training) Conducting Special Presentations with respect to Industry Experts.
- General Office Administration; Enterprise Resource Planning (ERP), fee-management, Inventory management.

Core Competencies

- Experience in Manpower management, Administration, International Relations, Placement, Academic Affairs.
- Worked as an HR trainer (Home-tutor) for MBA Students and Communication skills trainer for Management graduates, under-graduates and School students**.**
- Experience in handling foreign assignments/Projects.
- Experience in Managing Institutional activities at a global platform; tie-ups with various educational institutions, Mobilization activities, Events etc.
- Possess Strong Communication, Interpersonal Skills and Presentation skills both written and verbal Always a dynamic go-getter in Extra-curricular activities throughout school and college.
- Experience in handling foreign delegates, Conducting Seminars/Presentations with Foreign Dignitaries

Areas of Exposure

Training & Placements, HR Operations and Execution
General - Administration Employee relations/welfare
Career Development /Admissions/ International -Relations Team management/
Training and development, Clinical Psychology

Courses Commenced

Undertook online courses in Social and Clinical Psychology from Harvard Business School and the University of Queensland, from June to December 2020.

Clinical Psychology- Psychodynamics, Psychotherapeutic Methods, Psychopathology Marketing- Customer relationship management, Retail management, Services marketing, brand management, Brand Management**.**

Human resources-Staffing, Recruitment & selection, Training & development, PMRS, Managing knowledge workers
Other- Legal Environment of Business, Business ethics & Corporate Governance, Soft skills

Concerned topics of interest for Research (PhD)

- Psychoanalytic approach towards psychopathic disorders, psychological manipulation of consciousness and methods of protection. Attention Deficit/Hyperactivity Disorder (ADHD) Psychopathology
- Narcissistic Personality Disorder

Notable Attainments

- Successfully managed and achieved a 90% placement rate for undergraduate, postgraduate, and PhD students at IIT Indore, despite the challenges posed by the COVID-19 pandemic.

- Received multiple accolades in English Elocution, Extempore, and Debate Competitions.

- Served as the Master of Ceremonies for the Faculty Induction Program at IIT Indore in 2019.

- Appointed as the Master of Ceremonies for the 7th Annual Convocation of IIM Raipur **'Master of Ceremonies' for the Orientation Program of the Ninth batch of PGP and Seventh Batch of FPM, IIM Raipur for the Academic Year2018-19.**

- Chief Coordinator of **faculty Development Workshop in association with Esteemed Faculty Mentors of IIM- Ahmedabad** held at Raipur

- ***Youngest franchise owner (Entrepreneur)*** of CL Educate Ltd.

- Eloquent Public Speaker.

Academia

MBA –ICFAI Business School
B. Com- Dr. Hari Singh Gaur Central University. Sagar (M.P)

Personal Details

Nationality- Indian



Languages known- English, Hindi (Fluent)Passport No.- M