

ASHISH SAXENA

Mobile No. : + 91- 9717861418

Email : ashish_crc@rediffmail.com

Address : B-76, Panchsheel Colony, Lal Kuan, Ghaziabad-201009

Career Objective	Dedicated and results-oriented academic administrator seeking a role in **Higher Education Compliance, Accreditation, and Academic Operations**. Committed to enhancing institutional quality standards, streamlining administrative processes, and driving excellence in **NAAC Accreditation, Institutional rankings, and Student Lifecycle Management**. Passionate about fostering a culture of continuous improvement and ensuring regulatory compliance to elevate institutional reputation.

PROFESSIONAL SUMMARY

Experience	Dedicated academic professional with **11+ years of experience** in **Higher Education Administration, Compliance, Accreditation, HR, and Student Lifecycle Management**. Skilled in **IQAC Coordination, NAAC Accreditation Processes, Institutional Rankings, Academic Operations, and Stakeholder Management**. Experienced in executing quality assurance frameworks and ensuring institutional compliance with regulatory standards.
Core Competencies	• Academic Administration & Compliance • IQAC & NAAC Accreditation Support • Institutional Ranking & Data Validation • HR Operations & Policy Implementation • Talent Acquisition & Employee Engagement • Compensation & Benefits Management • Learning Management Systems (LMS) • Convocations & Event Coordination • Process Optimization & Documentation • Stakeholder Coordination • Reporting & Data Analytics (MIS)

PROFESSIONAL EXPERIENCE	
Current Organization Name	**Bennett University (Times of India Group)- (NAAC A+ Accredited) (Greater Noida)**
Designation	**Deputy Manager- IQAC** **(July'2022-Till Date)** **Registrar Office/Dean Academic Office** **(June'20 till July'22)**
Job Role	**IQAC Department (July'2021 Till date)** ❖ Assisted in **NAAC Accreditation Processes**, contributing to the university securing an **A+ grade** in first cycle with highest score in UP & Delhi NCR. ❖ Assisted in **Institutional Rankings** (QS, NIRF, THE, NBA) by ensuring accurate data validation, compliance with ranking criteria, and seamless coordination with internal departments. ❖ Maintained **institutional data and performance metrics** for ranking and accreditation compliance. ❖ Assisted **HR department in reviewing process & policy modifications** aligned with accreditation requirements. ❖ Prepared **Self-Study Reports (SSR) & Annual Quality Assurance Reports (AQAR)** for submissions. ❖ Organized **workshops & training programs on quality assurance** for faculty & staff. **Assistant Manager- Registrar office cum Dean Academics Office** **(June'2020-June'2021)** ❖ Managed and act as a issuing authority **student academic records**, including registration, assessments & convocation planning. ❖ Coordinated the **Learning Management System (LMS)** and faculty-student communication. ❖ Supported examination & academic records administration for compliance with university policies. ❖ Assisted in organizing governing body meetings (Academic Council, Executive Council) and prepared MoM reports. ❖ Processed admission offer letters & scholarship validation for student enrollment.

Current Organization Name	**Asia Pacific Institute of Management (New Delhi)**
Designation	**Assistant Manager- HR (Dec'19 to Mar'20)**
Job Role	**HR Activities-** ❖ Managed end-to-end recruitment, including sourcing, shortlisting, interviewing, and onboarding faculty and administrative roles. ❖ Assisted in HR compliance, payroll processing, and statutory filings (PF, ESI, Gratuity). ❖ Developed and revised HR policies and employee handbooks to ensure compliance with institutional standards. ❖ Maintained employee records and HR databases, ensuring accuracy in documentation and compliance. **Administrative Activities (Registrar Office)s-** ❖ Design the floor plan and assign the cabins to the employees. ❖ Coordinate with academics department regarding the remaining dues of due of students. ❖ Maintain the academic calendar and ensure proper implementation. ❖ Taking part of various committee meetings and prepare MOM for the same. ❖ Involve in document verification of the students and maintain the MIS for the same. ❖ Taking care of the general inspection of the office and take care of proper maintenance.
Current Organization Name	**SunSource Energy Pvt. Ltd. (Noida)**
Designation	**Deputy Manager- HR (Mar'19 to Nov'19)**
Job Role	**Key Responsibility Areas** Manage the HR functions for over 500 employees of SunSource Energy, S3 Energy & Jyotikiran Energy Bhilwara The Key responsibilities include: ❖ Supervised **HR operations** for multiple locations, managing a workforce of over 500 employees. ❖ Led **Talent Acquisition Efforts**, ensuring the hiring of qualified candidates for various roles. ❖ Implemented **HRMS software (Zing HR)** for better data management and payroll automation. ❖ Managed **compensation & benefits programs**, including salary structuring, performance appraisals, and employee incentives.

	❖ Spearheaded **employee engagement initiatives**, including training programs, well-being activities, and retention strategies.
Current Organization Name	**Amity University (NAAC A+ Accredited) (Noida)**
Designation	**Assistant Manager- HR (Dec'13 to Feb'19)**
Job Role	**Key Responsibility Areas** Manage the HR functions for 11 AGBS Campuses, 6 Amity Research Centers and 50 Amity Information Centers (Marketing Centers) spread across the country and managing and help in HR functions for Amity University in Kolkata, Ranchi & Amity University Patna. The Key responsibilities include: ❖ Managed **HR operations** across 11 campuses & 50+ marketing centers nationwide. ❖ Oversaw **recruitment processes**, from job postings to final selection, onboarding, and documentation. ❖ Administered **payroll processing, salary structuring, and performance-based incentives.** ❖ Ensured **compliance with university policies**, including statutory filings for PF, ESI, and gratuity. ❖ Assisted in **employee training & development** programs, including workshops and orientation sessions. ❖ Played a key role in **academic operations & convocation event planning.** ❖ Conducted **exit interviews and retention analysis** to improve employee satisfaction and reduce attrition. **Support Responsibilities** ❖ A member of the Amity Event Management Team and have organized various corporate events. ❖ Overall coordination of sports meet at Amity with around 6000+ students. ❖ Organization of Convocation Ceremony every year. ❖ A key member of Organization Committee of Amity Polo Cup held every year as a CSR initiative

Current Organization Name	**Innova Telecom Pvt. Ltd.** **(Noida)**
Designation	**Executive- HR** **(Apr'12 to Dec'13)**
Job Role	**Roles & Responsibilities: -** ❖ Ensure a clear and easily implementation of HR Policy. ❖ Develop and Manage strong consultative relationships with hiring managers and candidates ❖ Handle various documents regarding employees, vendors, transport and housekeeping ❖ Taking care of recruitment like shortlisting the candidate, taking first round of interview. ❖ Taking care of purchase for our Company like stationary, IT goods, various housekeeping products etc. ❖ Taking care of transport for the employee of the company. ❖ Arrange various trainings for employee like boot camps, motivational trainings. ❖ Taking care of various admin activities. ❖ Provide reporting and regular status updates to the reporting manager
Current Organization Name	**EXL Service (I) Pvt. Ltd.** **(Noida)** **Customer Care Executive (Apr'07 to Mar'12)**
Current Organization Name	**Expert Serv Solution (I) Pvt. Ltd.** **(Gurgaon)** **Process Associate (Nov'06 to Apr'07)**

EDUCATION QUALIFICATION

Post Graduation	**MBA (HR) from Sikkim Manipal University in 2011**
Graduation	**B.Sc. (Biology) from CCS University in 2002**
Certification	**iCARAT (International Certified Accreditation, Ranking and Assessment Trainer) Approved by Government of India**

ACHIEVEMENTS & PROJECTS

- **NAAC Accreditation A+ Contribution** – Assisted in achieving a top-tier grade.

- **IQAC Support** – Helped in developing structured workflows for quality enhancement.

- **Recognition-** Received appreciation from the **MD- Times of India Group** for attaining **NAAC A+ in first cycle** with the **highest grade (3.48) in UP & Delhi NCR.**

- **Institutional Ranking Support** – Contributed to NIRF & QS ranking applications.

- **Convocation & Event Coordination** – Assisted in large-scale academic ceremonies.

- **HRMS Implementation** – Successfully deployed HRMS software for automated payroll and employee management.

- **Employee Engagement & Training** – Conducted training programs, workshops, and employee well-being initiatives.

REFERENCES

Available upon request

PERSONAL INFORMATION

Father's Name	Mr. S. P. Saxena
Date of Birth	04.06.1982
Gender	Male
Nationality	Indian
Languages, Spoken and written	Hindi, English
Marital Status	Married

DECLARATION

I hereby declare that, to the best of my knowledge, the information provided above is true.

Date: **(Ashish Saxena)**