

PARDEEP SAINI

ACADEMIC ADMINISTRATION & GENERAL ADMINISTRATION

9871781440, 7015448806 pardeepsaini10@gmail.com

PERSONAL PROFILE

I am a passionate and results-driven professional with over 18 years of experience in Academic Administration and HR at prestigious educational institutions of national importance. Known for my strategic thinking, strong leadership skills, and ability to handle complex situations, I consistently achieve excellence in every role I take on. My key strengths include building and leading efficient teams, encouraging collaboration through clear and motivating leadership, staying calm under pressure, and making quick, effective decisions in challenging situations. With a natural sense of humor and a dedication to creating a positive work environment, I bring a balance of skill, confidence, and approachability to everything I do.

ACADEMIC OVERVIEW

UGC - JRF & NET (2011 & 2012)

MANAGEMENT

Master of Business Administration- HR (2008)

MDU ROHTAK

Maintained a 1st Division

Bachlor of Arts (2006)

KURUKSHETRA UNIVERSITY KURUKSHETRA

Maintained 1st Division

Diploma in Computer Software (2006)

APTECH

Maintained 1st Division

Senior Secondary (2003)

HARYANA BOARD SCHOOL OF EDUCATION

Maintained 1st Division

Secondary (2001)

HARYANA BOARD SCHOOL OF EDUCATION

TRAINING PROGRAMME

ESTABLISHMENT RULES (MAY 23-27, 2016)

INSTITUTE OF SECRETARIAT TRAINING &MANAGEMENT, DOPT, GOVERNMENT OF INDIA, NEW DELHI

PERSONAL DETAILS

- **Date of Birth :** May 10th, 1984
- **Marital status :** Married



(Signature)

PROFESSIONAL JOURNEY

भारतीय प्रबंध संस्थान जम्मू
Indian Institute of Management Jammu (IIM Jammu)

ASSISTANT ADMIISTRATIVE OFFICER (2023 TO TILL DATE)

- Academic Administration
- Management of MDP Programs
- Program Budget Management
- Business Development

भारतीय प्रबंध संस्थान रोहतक
Indian Institute of Management Rohtak (IIM Rohtak)

OFFICE ASSISTANT-LEVEL 6 (2015 TO 2023)

- Handling Personnel Office
- Additional charge - Academic Administration of the DPM Office
- Other assigned work of Administration

भारतीय प्रौद्योगिकी संस्थान जोधपुर
Indian Institute of Technology Jodhpur (IIT Jodhpur)

ASSISTANT (2014 TO 2015)

- Worked in Office of Establishment
- Worked in Office of Registrar

पानीपत इंस्टीट्यूट ऑफ इंजीनियरिंग एंड टेक्नोलॉजी
Panipat Institute of Engineering & Technology (PIET)

SUPERINTENDENT- ESTABLISHMENT (2013 TO 2014)

- Officer In-Chrage of Department

मानव रचना कॉलेज ऑफ इंजीनियरिंग
Manav Rachna College of Engineering (MRCE)

EXECUTIVE- I (2006 TO 2013)

- HR Personnel
- Administration

CORE COMPETENCIES

- Proficient in Academic Administration
- Human Resources Management
- Comprehensive understanding of Service Rules
- Expertise in Team Building and Training Development
- Adept at Process Improvisation
- Exemplary Work Ethics
- Focused on Efficiency and Output Enhancement
- Meticulous Attention to Detail