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OBJECTIVE: Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

Summary: Administrative professional with over 9 years of experience, seeking a position that will enable me to leverage my strong organizational and analytical skills, educational background, and ability to work well with people. I aim to continuously learn and grow, enhancing both my professional capabilities and personal development.

Experience:

Current Position:

Senior Administrative Executive - IQAC (Internal Quality Assessment Cell)
RNB Global University, Bikaner
July 2022 – Present

Previous Positions:

Admin Executive – Administration
RNB Global University, Bikaner
October 1, 2016 – March 31, 2020

Junior Executive – Administration
RGU Educational Service Trust, Bikaner
June 1, *2015 – September 30, 2016*

IQAC Incharge - Senior Administrative Executive

- Seamless Operations Management: Ensured the seamless functioning of IQAC under the direct supervision of the University President and Director IQAC.
- NAAC Accreditation Coordination: Actively coordinated with NAAC Accreditation processes to maintain and improve the institution's standards.
- ICAR Approval Involvement: Played a key role in securing ICAR approval through diligent preparation and coordination.
- Academic Roadmap Development: Developed the academic roadmap for IQAC, ensuring all Deans adhered to qualitative parameters and guidelines set by IQAC.
- Committee Efficiency Oversight: Ensured all committees operated efficiently and adhered to their mandates.
- Faculty and Staff Development: Planned and executed training sessions for faculty and staff, focusing on continuous professional development.
- Unnat Bharat Abhiyan Enrollment: Successfully enrolled the university under the Unnat Bharat Abhiyan initiative, promoting rural development and engagement.
- Comprehensive Record Keeping: Maintained comprehensive records for IQAC, including course files for each subject, organized events, and extension and outreach activities. Assisted the Director IQAC in preparing and inspecting minutes of meetings (MOMs) for all committees.
- Annual Report Preparation: Prepared detailed annual reports, showcasing the achievements and progress of IQAC.
- Developed SOP for University Enrollment on SAMARTH Portal – Prepared a comprehensive process document outlining step-by-step university enrollment procedures on the Government of India's SAMARTH

Higher Education ERP platform.

- Coordination and Hospitality for University Special Visits and Events- Actively participate in all special visits and accreditation events of the University, including ICAR-PTV, NAAC-PTV, PCI, BCI, and UGC. Responsibilities include overseeing the processes, supporting orientation activities, and facilitating the smooth execution of the entire visit. Ensure comprehensive hospitality arrangements for VIPs and dignitaries, maintaining high standards of protocol and guest experience throughout the event.

Job Responsibilities –Senior Executive - HR Administration

- Provide administrative support to HR Department.
- Help, organize and manage new joiner's orientation, on-boarding – rules and policies, and scheduling training programs.
- Organize, compile, update company personnel records and documentation
- Assist and coordinate to Hon'ble Vice-Chairman/ Deans/ Registrar/ Directors in complete Interview Process for Teaching and Non-Teaching Staff.
- Maintain the records of all files of all employees Teaching and Non-Teaching as per the guidelines of HR Department (Joining Formalities, Documents verification, Exit Formalities, daily leave records, monthly leave for salary computation, Filling the PF & ESIC Form)
- Responsible for maintaining and updating the daily attendance and leave records of Teaching and Non-Teaching staff of the university. This includes processing and managing leave applications such as Casual Leave (CL), Earned Leave (EL), Sick Leave (SL), Compensatory Off (CO), and Leave Without Pay (LWP). All data is accurately recorded and regularly updated on the ERP system and the Zimyo application for seamless HR operations.
- Preparation of Selection Committee Minutes and Manpower Forecasting- Prepare and maintain the official Minutes of Meetings for the Selection Committees pertaining to both Teaching and Non-Teaching staff. Additionally, conduct annual forecasting of staffing requirements across various departments by assessing current and future needs for Teaching and Non-Teaching personnel, supporting strategic workforce planning and recruitment processes.

Job Responsibilities – Admission Coordinator

- Admission Coordinator: receiving student's documents and verified the documents for admission under JET, ICAR, CUET, CLAT etc…
- Organize educational presentations as per the direction of the Admissions Head & coordinate in student admission processes as per university guidelines.
- Explain the university admission policies and enrolment process to the students and their families
- Provide support to Admission Head in managing a team of Admission Representatives by assigning relevant duties to university administrative staff.
- Address student queries and complaints timely.
- Maintain a cordial relationship with the management, students, faculties and administrative teams for smooth operations.
- Aid students in completing admission forms and other related paperwork.
- Coordination of all daily campus visits and special VIP visit by assigning the duties to subordinates.
- Provide admission team data entry support in processing of applications, test scores, transcripts, and other supporting credentials for applicant admission review.
- Processing of mailing operations and general support to other members of the admissions team.

Job Responsibilities – Personal Assistant to Hon'ble Vice-Chairperson

- Acting as a personal executive and/or meeting and greeting clients.
- Maintaining diaries and arranging Appointments.
- Ensuring meetings are effectively organized and recorded.
- Maintaining effective records and administration.
- Answering calls, taking messages and handling correspondence.
- Prioritizing workloads.

Qualifications:

Professional Qualification:

- Completed Master of Business Administration degree (as a Dual Specialization in Human Resource & Marketing Management) from ICFAI National College, Bikaner in 2008, scored 5.70 CGPA.
- Completed Post Graduate Diploma in Business Administration
- Completed RKCL diploma course.
- Pursuing Post Graduate Diploma in Labour Law from Indian Institute of Skill Development Training.
- Preparing for UGC-NET code 17.
- Enrolled for National Institute of Technical Teachers Training and Research (NITTTR) Exclusive MOOC "Quality Assurance through NAAC Accreditation Process"

Academic Qualification: -

Yea	Name of Degree	University	Percentage
2006	B.A.	Bikaner university	56%
2003	Sen. Secondary	Board of Sen. Sec education, Ajmer	63%
2001	Secondary	Board of Secondary Education, Ajmer	56%

Research Publications:

1. Research paper "Future Human Resource Management (HRM) Trends revised in the light of Covid-19" published in the Journal of Energizing Technologies and Innovative Research (JETIR) 2023 JETIR April 2023 Volume 10 Issue 4 (2349-5162 ISSN), Open Access, Peer reviewed and Refereed Journal

2. Research Paper "Leadership and decision –making: The Investigation on the Reciprocal Relationship Between Decission making Approach and Style of Leadership" published in Scopus journal named Tuijin Jishu/Journal of Propulsion Technology ISSN: 1001-4055 Vol. 45 No. 1 (2024)

3. Conference Proceeding paper & Chapter "Artificial intelligence's use in human resource management: Overview of advantages and drawbacks" in the 8th National Conclave & Conference on Embracing Change & Transformation-Enhancing Innovation & Creativity, Leading Change & Reengagement (ECTIC 2023) with ISBN 978-81-19874-03-3.

4. "HRM in Higher Education: A Crucial Aspect" presented paper in the 2nd International Conference on Business Growth Through Digital Transformation held at RNB Global University, Bikaner.

5. Book Chapter "Work-Life Balance in Private Sector" Published in Contemporary Issues, Challenges & Development in Commerce & Management with ISBN: 978-93-82307-23-5

6. Book Chapter "Enhancing Agriculture and Farmer Welfare: Aligning Research with Budget 2024" chapter published in book of Sustainable Agriculture: An Interdisciplinary Approach for Global Prosperity ISBN – 978-81-19874-68-2

7. Book Chapter "Media Scrutiny: An Examination of Publicized Legal Preceedings" published in Contemporary Legal Issues: Perceptions and Perspectives with ISPN 978-81-19820-57-3

8. Book Chapter "Maternity Leave in Corporate Sectors" published in Trends and Development in Indian Lawwith ISBN-978-81-19820-51-1

9. Contributor to multidisciplinary research initiatives, as evidenced by her published work *"Motivation: Empowering Employees"* in *Shodhosian: Rethinking Research Boundaries of Multidisciplinary Perspectives in Changing World* (ISBN: 978-81-982726-0-7, December 2024)

Memberships:

Member, International Journal of Innovative Research in Technology (IJIRT) – An International Open Access Journal, Peer Reviewed and Refereed Journal (ISSN-2349-6002 – UGC Approved Journal) Recognized for contributions to innovative research and academic publication.

I T Proficiency: -

- Internet
- MS Outlook
- MS Office

Interests and Hobbies

- Study & Reading Books & Listening Music

Strength: -

- Excellent team player & high-level integrity.
- An inquisitive & adaptable mind.
- Get committed in challenging project.
- Dynamic and self-motivated behavior.
- Learning Attitude
- Thrive in deadline-driven Environments.

Personal Details: -

Date of Birth	10-Oct-1986
Marital Status	Married
Husband Name	Shri. Devender Singh Daiya
Nationality	Indian
Hobbies	Sharing experiences, listening to music
Language Known	Hindi, English, Punjabi, Marwari

RFERENCES:

AVAILABLE ON REQUEST

Place:
Date:

(Bhavneet Kaur)