Mohini Khandelwal

Kanota, Jaipur 303012 khandelwalmohini@gmail.com 9904513706

Personal Summary

Experienced and proactive Human Resources professional with extensive expertise in recruitment, employee relations, training, and personnel management. Proven track record of effectively managing diverse teams, streamlining HR processes, and fostering positive organizational culture. Adept at employee engagement, performance management, and executing HR strategies aligned with organizational objectives.

Education

2009-2010	**Advance Diploma in Business Administration (PGDBM)** Specialization in Human Resource Management, Welingkar Institute of Management, Mumbai
2015-2017	**Master of Commerce**, Shreemati Nathibai Damodar Thackersey Women's University, Mumbai
2014-2015	**Bachelor of Education**, Swargheeya Sanjibhai Rupjibhai College of Education, Silvassa
2008-2009	**Diploma in Human Resource Management**, Welingkar Institute of Management, Mumbai
2005-2008	**Bachelor of Commerce**, Shreemati Nathibai Damodar Thackersey Women's University, Mumbai

Experience

SSR College of Arts, Commerce & Science, *Assistant Professor*
Silvassa, Dadra and Nagar Haveli and Daman and Diu
July 2018 – May 2020

- Teaching subjects: Business Economics, Business Law, Company Law, Mercantile Law, E-Commerce, Banking & Finance, Production & Operation Management, Marketing, HRM, Export Marketing.
- Headed Cultural, Sports, Career & Counseling committees.
- Coordinated external university examinations and co-curricular activities.
- Conducted industrial visits and seminars.
- Delivered guest lectures and served as judge for cultural events.

Smt. Devkiba College of Commerce & Science, *Assistant Professor*
Silvassa, Dadra and Nagar Haveli and Daman and Diu
July 2015 – March 2017

- Teaching subjects: Economics, Foundation Course, Brand Management, International Marketing, HRM, Export Marketing.
- Coordinated various committees and external university examinations.
- Appointed External Examiner by University of Mumbai (CAP).
- Organized industrial visits and seminars.

Frankfinn Institute of Air Hostess & Training, *Assistant Placement Manager*
Mumbai, Maharashtra
April 2010 – June 2011

- Managed recruitment, scheduling interviews, performance appraisals, MIS reporting.
- Conducted exit interviews and managed joining formalities.

HDFC STD Life, *Sales Development Manager*
Mumbai, Maharashtra
May 2009 – March 2010

- Recruitment, training, and team management (10 members).
- Handled client interactions and resolved issues.

Tata Consultancy Services, *HR Executive* — Mumbai, Maharashtra
May 2008 – Feb 2009

- Managed recruitment processes, HR administration, leave records, and salary computations.

Mensa Commerce Classes, *Head Counselor* — Mumbai, Maharashtra
Aug 2005 – Sep 2006

- Managed admissions and taught Accounts and Business Communication to 11th & 12th standard students.

Additional Qualifications

- Certified Tally 7.2 Professional from APTECH
- Proficiency in MS Office and Internet applications
- Internship at Kendriya Vidyalaya School, Silvassa (22 Days)

Extracurricular Activities

- Organized workshops on AIDS Awareness in SNDT with NGO collaboration.
- Member, Mahalar – SNDT Annual Cultural Festival.
- Conducted quiz competitions during Annual Functions at SNDT University.
- Attended seminars on Soft Skills (SSR IMR, Silvassa, organized by IIM in association with makeintern.com).

Other Interests

Reading, Chess, Badminton, Pool, Bowling, Cooking.

Skills

Excellent interpersonal and communication skills, strong team-building capabilities, adaptable under pressure, eager learner.

Personal Details

- **Nationality:** Indian
- **Date of Birth:** March 30, 1988
- **Languages Known:** English, Hindi, Gujarati

Motto

“Work with Determination, Discipline, and Dedication.”

Declaration

I hereby declare that the details and information above are complete and true to my knowledge.

Date: 08/09/2025 **Mohini Khandelwal**