

Dr. Jyotsna Pal

H.No.54/106,
Chittwapur, Veer Nagar
Lucknow-226001
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Objective

In pursuit of carving a niche in management of Human Resources in the corporate sector wherein I can seek my personal growth and simultaneously can augment my organization.

Industry Experience

1996-2000, employed as *Assistant. Manager HRD, in K.D.T India ltd.*

• **JOB PROFILE**

- Maintenance of employee database.
 - Maintaining /Updating Leave Records.
 - Preparation of Salary Statement.
 - Handling the full and final settlement of the employees.
 - Arranging & conducting Interviews/Initial screening the candidates/ helping in recruitment processes.
 - Conducting various welfare activities.
 - Community initiatives programmes – organizing & participation.
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- **2000- 2002 KDT India as Assistant Corporate Manager.**
 - Regular updating of communication channels.
 - Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management
 - Prepare & process timely distribution of Salary, bonus, increment Salary slip, leave encashment and full & final settlements.
 - Record, maintain and monitor attendance to ensure employee punctuality
 - Conduct employee orientation and facilitate new comers joining formalities
Maintain and regularly update master database (personal file, personal database) of each employee.

- ⇔ Branch handling includes all admin & facility part
- ⇔ Planning human resource requirements in consultation with different departments and conducting selection interviews.
- ⇔ Ensuring smooth operations at all times and maintaining proper decorum & discipline in office.
- ⇔ Handling the team of tele executives and HR's.

Academic Experience

- **1st April -2005 to 4th January 2007**, employed as a **Lecturer in Azad Institute of Engg. & Tech., Lko.**
- **16th January 2007 –11th July 2008** employed in **Sri Ram Swaroop Memorial College of Engineering and Management as Sr.Lecturer.**
- **Since July 2008 to 4th February 2010** employed in **Saraswati Institute of Technology and Management, Unnao, as Assistant. Professor**
- **16th January 2010 Appointed as Dean Academics in IPSR**
- **Dec 2010 Appointed as Admission Manager cum Associate Prof. in VSGOI Unnao.**
- **27th January 2011- 8th November 2013** Worked as **Associate Prof. in Surya Group of Institute.**
- **8th November 2013** worked as **Associate Prof. /MBA H.O.D. in Noble Institute of Management & Technology, B-K-T, LKO.**
- **Worked as Dean Academics in Deenanath Institute of Management and Technology, Banthara.**
- **Working as Vice Principal in Tathagat Gyansthli Sr. Sec. School, Atarra.**

Subjects Taught

- | | |
|---------------------------------|------------------------------|
| ➤ Managing Human Resources, | ➤ Ethics and Values |
| ➤ Team Building and Leadership, | ➤ Business Policy |
| ➤ Negotiation and Counseling, | ➤ Industrial Sociology |
| ➤ Strategic Management, | ➤ Industrial Psychology |
| ➤ Managerial Economics | ➤ Professional Communication |

- **1994-1996**, employed as Teacher in City Montessori School, Mahanagar.

1. Selected by UPTU as External examiner for evaluation in 2007 & odd & even sem. 2008 for subject Human Resources Manage, Organizational Behavior.
2. Selected by UPTU as External examiner, for project viva in the year 2008.
3. selected for preparing external question paper for Invertis university three times for 3 subjects for the session 2011-2012 and 2012-2013

Educational Qualifications:

- **Phd** Sai Nath University, Chennai
Human Resource Title ‘The Study of Grievance and it’s impact on Employees Performance as well as Organisation’s Productivity
- **M.B.A.** Tamil Nadu University, Karakudai
Human Resource Management
- **PGDIRPM** IPM, Lucknow, UPTU Lucknow
- **B.A. (Eco., Eng.)** Avadh Girls Degree College, Lucknow
- **XII** Loreto Convent, Lucknow
- **X (ICSE)** St. Agnes Loreto Day School, Lucknow.

Research paper

- In **National Journal** with the title “Employees retention has become difficult due to wokr place annoyance
- Impact of grievances on employees performance

Achievements:

- Academic excellence award in Saraswati Institute of Technology and management.

- Brilliant Coordination award in cultural activity.
- Brilliant Coordination award in Admissions.
- Bonus Fidelity award.
- Best Faculty award in 2012 for academics in Surya Group of Institution
- Best Faculty award in 2013 in N I MT.

Interests:

- Traveling, Interacting with people,
- Listening to music, sketching & Singing.

Personal details:

Date of Birth	:	13th-Dec-1974
Sex	:	Female
Marital Status	:	Single
Father's name	:	Mr. K.C Pal
Permanent Address	:	H.No.54/106, Chittwapur, Veer Nagar Lucknow-226001
Phone	:	0522-2636636, 9935385046

Expected salary presently drawing rupees 35000.

Place:

(Dr. *Jyotsna Pal*)