

Ms. Aparna Vibhute-Khutale
W/o. Chetan Khutale, S. No. 14/15, B-8/11,
Yashwantrao Chavan Nagar, Dhankawadi, Pune -411043
Contact: 9921615798 **E-mail id:** vibhuteaparna@gmail.com

OBJECTIVE

Seeking challenging assignments in the field of Academia with a growth oriented organization.

AREA OF EXPERTISE SYNOPSIS

A Dynamic & Energetic self-motivated Professional adept at teamwork, well versed with the concepts of Human Resource Management with a flair to work in a stimulating environment. An out-of-the-box thinker committed towards the growth of the organization for adopting emerging trends & addressing industry-academia requirements.

KEY SKILLS & COMPETENCE

- Communication skill
- Presentation Skills
- Training/ Development
- Administrative Skills
- Effective working ability
- Team player
- Innovative & Learning attitude
- Hard working and productive

PUNE UNIVERSITY ASSIGNMENTS & ACHIEVEMENTS

- University of Pune Approval for the period of February 12, 2015 to May 31, 2015
- **Examiner for Pune University April-May 2013 MBA Exam:** Assessed papers of subjects **OB & PPM** (Backlog) and **SHRM**

RESEARCH ASSIGNMENTS & ACHIEVEMENTS

- Published research paper titled “**Overview of Industry-Academia Interaction**” in Research Journal ‘Chaitanya’ ISSN No. 22776885 Volume 4, Issue 2 (Sept-Feb 2016) MBA Department, Modern College of Engineering, Pune
- Active Participant & organizing Member of One Day State Level Seminar under QIP of SSPU **Symbiotic Industry Institute Relationship: A foundation for Quality Enhancement** (January 8, 2016) organized by MBA Department, Modern College of Engineering, Pune.
- Attended Research Workshop at Suryadatta Institute organized by Pune University (2013)

WORK EXPERIENCE

- **Shri Shahu Mandir Mahavidyalaya, Pune as Assistant Professor for BBA from July 2016-till date**
- **Modern College of Engineering, Pune as Lecturer for MBA from August, 2015-June, 2016**
 - Faculty for Human Resource Management, Management Fundamentals, Lab in Labour Laws-1, Human Rights, Global HR, Emotional Intelligence and Managerial Effectiveness Lab etc.
 - Coordinating in accreditation activities

- Active Member of various organizing committees in departmental activities.
- Administrative Responsibility: Preparing Documentation, Data Compilation, Stationary In charge, Attendance Monitoring, Time table management, Subject assessments, invigilating the University & Institute exams etc.

➤ **Unique Institute of Management, Pune as Assistant Professor From February 2015 to May 2015**

- Faculty for Management Fundamentals to MBA and Principles of Management, Business Communication to BBA
- Managing Guest Lectures, Managing Events, Time Table Management, Project guidance, guiding students on Soft Skills etc.

➤ **Foresight Institute of Management and Research, Pune (Affiliated to Pune University) as Lecturer from December 2012 to April 2013**

- In Charge of BBA Department: Managing Guest Lectures, Managing Events (Anchored whole event of Annual Function), Time Table Management, Project guidance, guiding students on Soft Skills, Examiner etc.
- Teaching following subjects to MPM, PGDBM, BBA and BCA students;
 1. Principles of Management
 2. Principles of Marketing
 3. Marketing Management
 4. Business Communication
- Interested and can Teach Subjects as follows;
 1. Human Resource Management
 2. PPM and OB

➤ **Symbiosis Institute of Technology, Pune as PA to Director from December 2010 to November 2012**

- Director Office handled with effective leadership
- Scheduled meetings & appointments with managing calendar
- Active Member of various committees
- Coordinated successfully the recruitment drive for technical assistants
- Organized various board, departmental meetings effectively.
- Coordinated with Directors, faculties, staff, students and their parents
- Active Member of various HR activities.

➤ **Indira School of Business Studies, Pune as Assistant to Director From September 2009 to December 2010**

- Handled Director Office.
- Scheduled meetings & appointments with managing calendar
- Shorthand & mail drafting
- Handled telephonic conversations in very sound, polite & professional manner.
- Booking of auditorium, transport (internal), orders etc.
- Coordinated with Directors, faculties, staff, students and their parents
- Worked with team of professionals efficiently.

➤ **Role as Trainer in Parth Technology(April2006 to June2006) &**

➤ **Datapro computer Institute(May2007 to July2007), Pandharpur:**

- Taught courses like MS-CIT, Desktop Publishing, MS-OFFICE, Kids step and Professional step etc.

ACADEMIA

| Sr. No. | Name of the Degree | University | Year of Passing | Class |
|----------------|--|-------------------|------------------------|--------------|
| 1 | Master in Business Studies | Pune | 2012 | Distinction |
| 2 | Post Graduate Diploma in Business Management | Pune | 2011 | First |
| 3 | B. Sc. (Microbiology) | SRTMU | 2008 | Distinction |
| 4 | HSC (Science) | Pune Board | 2005 | Second |
| 5 | SSC | Pune Board | 2003 | First |

PROFESSIONAL PROFICIENCY

- ISI 9001:2008 Certified Practical Core HR Duties Program From PREHR ,Pune (2015)

Payroll & Statutory Compliances

- ✓ Starting from basic salary negotiation to the final remittance of salary.
- ✓ Ensuring the authenticity of the reports related with Salary, compensation and expenses of field staff
- ✓ Calculation of Monthly Gross Salary, Net Salary, PF, ESI, PT, TDS Calculation.
- ✓ PF,ESI,PT Online Submission, Form 16,

Recruitment

- ✓Sourcing for the suitable profiles through various channels including portals and head hunting, internal and external referrals and through external agencies.
- ✓Handling Job Portals Naukri, Monster, Social networking
- ✓Coordination and conduction of interviews for various entry, middle and senior level positions, salary fitment, offer negotiations, online offer processing etc.
- ✓On Boarding of employees, joining formalities, coordination for induction, appointment.

MIS

- ✓Maintaining various formats of MIS for reporting. Maintaining database for the employees, keeping track of offers etc.

Employee Relations

- ✓Handling grievances, solving issues and queries, sending birthday cards, organizing events and parties.
- ✓ Handling Confirmations, Increments in consultation with the Management.

HRD

- ✓ Performance Appraisals /HR Policies Implementation / Training & Development
- ✓ Training Calendar, Budgeting, Training Need Analysis

- Active member & Hospitality Incharge in State Level Seminar organized in association with University of Pune under QIP on January 8, 2016 in MBA Department of Modern College of Engineering.
- Attended Google App, J-Gate online training at Institute Level in MBA Department of Modern College of Engineering.
- National Service Scheme (2005 & 2008)
- DTP from METB (2006)
- MSCIT from MKCL (2005)

IT SKILLS

- Microsoft Office
- Internet Savvy & Social Networking
- Advanced Excel(V lookup, Pivot Table, Macros, Freeze, Filter, Mail Merge, Split, Hyperlink, IF conditions)
- Payroll ERP Software, Leave & Attendance Software
- Online Job Portal (Monster)

ACHIEVEMENTS

- Enlisted in Top 10 candidates of MBS 2012 in IBMR, Pune
- Ranked 4th in IBMR College in PGDBM Exam- July 2011 with HR specialization
- Various School & College Awards for Dance competition, Rangoli, Elocution competition in Sanskrit & English

EXTRA CURRICULAR

- Organized Blood Donation Camps also donated blood as a Social Responsibility.
- Organized events for Mentally Challenged Kids and participated actively.
- Active participation in Women Empowerment Camps of Rastra Sevika Samiti Sangh, Pandharpur as Member.

PERSONAL DETAILS

Date of Birth: March 24, 1988

Caste : Hindu Kasar (OBC-87)

Marital Status: Married

Languages Known: English, Hindi & Marathi

REFERENCES

References can be produced as per requirement.

DECLARATION

I hereby certify that the particulars given above are true and correct to the best of my knowledge and belief.

Date:

Place: Pune

(Ms. Aparna Vibhute)