

## RESUME

*Dr. Ritu*

**Mobile: 9810202333, 9810202323**

**Email: [ritu.hr.singh@gmail.com](mailto:ritu.hr.singh@gmail.com)**

**[ritu.tanwar@pgdav.du.ac.in](mailto:ritu.tanwar@pgdav.du.ac.in)**



### *CAREER OBJECTIVE*

*Looking forward to a fulfilling and challenging career in Management where I can leverage my academic competencies and grow both as an individual and a professional.*

### *WORK EXPERIENCE*

*\*Worked as HR executive in JK Industries for 4 months as part of field training during MBA*

*\*Worked as HR executive in GAIL for 1 month as part of field training during MBA.*

*\*Worked as Assistant Professor in Delhi University's Satyawati College for one year & 9 months.*

*\* Working as Assistant Professor in PGDAV College since 22 aug 2016.*

### *EDUCATIONAL BACKGROUND*

*\* UGC NET 2013 in Labour Welfare (HRM).*

*\* PhD in Management from CMJ University.*

*\* M.Phil in HRM from Bharti vidyapeeth deemed university.*

*\* MBA in HRM from Pune University.*

*\* B.Com from Delhi University.*

*\* 12 from CBSE Delhi.*

*\* 10 from CBSE Delhi*

## *PROJECTS UNDERTAKEN*

- *Organization: GAIL (India) limited, A Navratna PSU under Ministry of Petroleum & Natural Gas, Government of India, N. Delhi.*

*Project undertaken: Project – Study of Functions of Personnel Management in the organization.*

- *Organization: JK Industries Limited (Tyre Division), A Leading Corporate in tyre industry.*

*Project undertaken: Comparative Study of Techniques of Training & Development in JK Tyre with other companies.*

- *Organization: Engineers India Limited, a Navratna PSU under, Government of India, N. Delhi.*

*Project undertaken: Mapping the personnel function of EIL.*

## *SEMINARS ATTENDED*

- *National Level Seminar on HR Galleria.*
- *National Level seminar on Margdarshan.*
- *National Level seminar on Paristhithi.*
- *National Level seminar on Jagriti.*
- *Active organizer of National Conference on "Corporate Social Responsibilities", "Marketing of Services: Strategies for Growth" and "Corporate Entrepreneurs: Potential & Prospects".*

## *EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS*

- *Participated in inter school competitions.*
- *Participated in college competitions.*
- *Participated in Quiz competitions.*

## *FACULTY DEVELOPMENT PROGRAMME*

- *Successfully completed One week interdisciplinary FDP on “Select Issues of IND AS”*

## *SKILLS*

- *Working knowledge of MS–Office, Windows and Internet.*
- *Fluent in English & Hindi.*

## *COMPUTER LITERACY*

- *One month training in Microsoft office, Internet and e–mail from NIIT.*

## *PERSONAL DETAILS*

*Date of Birth* : *9th Nov. 1979*

*Marital Status* : *Married*

*Contact No.* : *9810202333, 9810202323*

  
(RITU)

Date : 1/11/2022

Place : NEW DELHI