

## **RESUME**



**AsmaQureshi**

**Address For Communication in  
UAE**

Building No.46.Behind NBQ Bank  
Burjuman, Dubai

**Mobile: +971 – 555701968**

**Email:  
q.asma114@gmail.com**

**Personal Data**

**DOB : 11 April 1985**

**Gender: Female**

**Nationality: Indian**

**Marital Status: Single**

**Languages Known: English,  
Urdu and Hindi**

**Visa Status: Visit Visa**

### **Career objective**

To work with a reputed institution as an Assistant Professor, that will provide me a good platform to utilize my teaching & administration skills and will help me to grow my career.

### **Employment Records**

**Chameli Devi Group of Institute – Jan.2019 to Jan. 2020**  
**Role: Asst. Professor (English/Business communication/  
HR/Marketing)**

- Conducted the subject lectures regularly, keeping an eye on the understanding of undergraduate and master's level students
- Communicate with parents
- Assisted in controlling day-to-day operations at the institute and resolved minor issues by giving effective solutions
- Familiar with handling faculty issues, conducting student-counseling sessions to address their problems, and coordinate services such as financial aid, residential life for them
- Ability to oversee various admission-related tasks, handle administrative, and management operations as required
- Capable of maintaining good relationships with industry professionals, admission agencies, and campus alumni to schedule informational sessions for students
- Proficient in working with MS Office Suite, handling databases and possess strong organizational skills

**Indore Institute of Science and Technology – November 2016 to June-2018** **Role: Asst. Prof. (English/Business communication/  
HR/Marketing)**

**Vindhya Institute of Technology and Science – March 2016 to August 2016** **Role: Asst. Prof. (English/Business communication/  
HR/Marketing)**

**Indore Management Institute & Research Center -Nov. 2012 to Nov. 2015** **Role: Asst. Prof. (English/Business communication/ HR/Marketing)**

**JVJ Pharmaceuticals Pvt. Ltd. Indore (M.P) Apr 2012 to Sept 2012**

**Role :Asst. HR Manager**

- Joining and Exit Formalities, Taking care of Employee Reference check.
- Handling all Provident Fund, Compensation and Wage Structure regarding function
- Prepare HR reports related to Overtime & late coming of employees, Absenteeism Reports of on Roll and Off Roll Employees etc.
- Salary Making/ Handling petty Cash
- Bank Work Process: Deposit / Collection of Cheque / Cash
- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Maintain calendars of HR management team.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.

#### **Achievements**

- English series published by Abhishek's Publications. (BBA, BCA)

#### **Research Paper Published**

- "A Study of Shakespeare contribution in Hindi Cinema" Vol.6, Issue 12, December 2017.
- "Conceptual review of Smell Communication" Vol.7, Issue 3, March 2018.

#### **Key Skills**

- MS Office, various ERP Systems, Telephone Etiquettes, Data Analysis, Typing
- Critical thinking, patience, conflict resolution
- Excellent communication with strong Interpersonal Skills,
- Active listening, classroom management
- Preparing job Descriptions (JD's ),
- Induction & Exit formalities
- Event Management, General Administration Assistance,
- E-mail Management Skills, Networking.

<b>Qualification</b>	<b>University</b>	<b>Year of Passing</b>
<b>M.A English</b>	<b>MANUU Hyderabad, (Private)</b>	<b>2017</b>
<b>MBA (Marketing &amp; HR)</b>	<b>DAVV, Indore</b>	<b>2012</b>
<b>B.sc (Microbiology)</b>	<b>DAVV, Indore</b>	<b>2007</b>

#### **Academic Qualification**

#### **Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Asma Qureshi

Place: Dubai

