

DR PURNIMA SHRIVASTAVA

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JOB PROFILE

Assistant Professor Communication Skills, English, Soft Skills & Personality Development Trainer.

CAREER OBJECTIVE

To work enthusiastically and dedicatedly as an English and Soft Skills Trainer, aimed to leverage my extensive knowledge and experience in soft skills and interpersonal communication to empower students with the necessary skills to excel personally and professionally. An active learner, always ready to learn from incidents and opportunities received.

PROFESSIONAL SNAPSHOT

- Worked as an active committee member for the NAAC accreditation and working on NBA accreditations preparations. Knowledge of documentations and presentations of AICTE. · Code 28 for CDIL, knowledge of documentation and presentations of DAVV and BCI inspections.
- Taking English, Technical communication and Soft Skill Classes.
- Committed to research and innovative teaching aptitude, adept in functioning with Soft Skills, language and Communication Lab.
- Effectively organized many Mock Interview & Group Discussion **Sessions, Body Language and Grooming Workshops** and **Personality Development** Trainings for Placement drives.
- Working with social media and website promotions of college activities. · Actively participated in **Counseling** and **P R Activities**.
- Proficiency at computer aided teaching and research tools and various teaching modules.

· Experience in teaching **Universal Human Values** as per the curriculum of DAVV and RGPV.

· Took **Yoga sessions** on National youth day and International Yoga Day. ·

Edited and Compiled News Letters and Student Handbooks of Institutions.

CAREER PATH

- Working as Asst Prof English at SGSITS Indore from September 2024.
- Worked as Asst Professor (English/ Communication Skills) at Chameli Devi Group of Institutions from September 2022, got selected under Code 28 Interview. · Associated with the Department of Training and Placement CDGI, for Placement activities.
- Worked as Asst Professor (Communication Skills) at Malwa Institute of Technology from August 2016 to August 2022.
- Worked at Guru Ramdas Khalsa Institute of Science and Technology, Jabalpur as Asst Professor (Communication Skills) from Oct 2010 till Feb 2015.
- Worked at Guru Ramdas Khalsa Institute of Science and Technology Jabalpur as Asst Professor (Communication Skills) from Oct 2007 till April 2008.
- Worked at Rewa Institute of Technology as a Lecturer (Communication Skills) from Feb 2006 to Feb 2007.
- Worked in DAINIK JAGRAN as Sub Editor from Jan 2004 to April 2005.

EDUCATION

- **Ph D** in English awarded in March 2017 from RDVV Jabalpur.
- Five research papers published in various **International** and **National** journals. · **M. Phil** in English literature from A.P. S. University Rewa with 8.2 % · **Master of Arts** in English Literature from A.P.S. University Rewa with 65%. · **Bachelor of Journalism and Mass Communication** from A.P.S. University Rewa with 68%.
- Bachelor of Arts from SKN PG College Mauganj with 69%.
- **Higher secondary** from Govt. Girls Hr. Sec. School Mauganj.
- **High school** from Govt. Girls Hr. Sec. School Mauganj.

ADDITIONAL QUALIFICATION

- Diploma in Shorthand from ITI Rewa.
- One year's Diploma in Computer Application.
- Technically sounded to work on all formats of MS Office.

EXTRA CURRICULAR ACTIVITIES

- Actively wrote articles for established Magazines and News Papers.

INTERESTS AND HOBBIES

- Reading books, Writing Poems and Practicing Yoga.

PERSONAL DETAILS

Date of Birth : 1st August, 1980

Marital Status : Married

Husband's Name : Mr. Akshat Shrivastava

Languages Known : English, Hindi, Shorthand

DECLARATION:

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

Dr Purnima Shrivastava

Indore (M P)