

Placement Brochure

**M.A.
Human Resource
Management**

2017-2019



Department of Social Work
UGC Centre of Advanced Study
Jamia Millia Islamia, New Delhi

WHY US?

- GREAT ORGANISATIONAL EXPOSURE
- REVISED PEDAGOGY AND LEARNING
- ASTUTE MONITORING AND GUIDANCE
- PERFECT BLEND OF THEORY AND PRAGMATISM
- FOCUS ON OVERALL PERSONALITY DEVELOPMENT
- EXTENSIVE FOCUS ON HUMAN RESOURCES AS A HELPING PROFESSION



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MESSAGE FROM THE VICE CHANCELLOR

Jamila Millia Islamia became a Central University in 1988, and has grown by leaps and bounds. Today, the University has more than 18,000 students on its roll and approximately 800 faculty members. The university has 9 faculties, 36 departments and 27 Centres of Excellence and Research. The University offers more than 225 extensively detailed courses.

The M.A. HRM (Human Resources Management) course offered by the Department of Social Work, is one of the most sought-after programs of the University with the seats-to-applicant ratio increasing every year. The program caters to the dynamic need of the global business scenario. It offers extensive opportunity for field-based training and theoretical inputs which grooms the students to be some of the best budding professionals in the field.

The robust economic growth of the last few decades has brought with it challenges related to equity and human resource development. There is a great demand today, than ever before, for good quality HR professionals who can facilitate decent work opportunities across sectors and build inclusive people-centric organisations.

The intensive engagement of the department with its students in the form of internships, professional interactions through observation visits, skill-based workshops, through the course of the entire two years, interfaces with professionals prepare the students for the rigour of the field. The testimony to this fact is the senior positions at which alumni of the department are today placed in various sectors, from e-commerce, information technology, automobile and hotel industry, etc.

The current batch of HRM students come from diverse backgrounds. It is an eclectic mix of both experienced professionals and fresh graduates hailing from different streams.

I am confident that our students will add immense value to the industry, as they are conscientious and thorough professional in the domain of human resource management. I invite you to interact with the students and explore the possibility of engaging them to work with you.



A handwritten signature in black ink, appearing to be 'A. Ashraf'.

PROF. SHAHID ASHRAF

MESSAGE FROM THE HEAD OF THE DEPARTMENT

Department of Social Work has been a pivotal part of Jamia Millia Islamia for more than 50 years. The Department celebrated its Golden Jubilee in 2017. In the year 1993, the Department launched its flagship programme of M.A. HRM (Human Resource Management). The journey thus far has evolved to impart value-based management education to our students. In 2010, the University Grants Commission upgraded the department to Centre of Advanced Study, recognising its excellence in Academics, Research, and Practice.

The unique pedagogy of M.A. HRM programme grooms people-oriented future leaders by building competence and character so that they act sensitively and responsibly on the rapidly changing social, economic realities and contribute meaningfully to the business, society, and nation. The course is a right mix of theory and practice and has been dynamically aligned and updated to the needs and aspirations of the times. We have developed a multi-disciplinary curriculum which prepares students to apply cutting-edge knowledge of HRM in diverse organisational setting. The key feature of this curriculum frame work is the field work programme which makes our students ready for the theory guided practice at the end of the course.

I am happy to introduce to you this batch of 28 students who are talented and highly motivated from MA HRM programme of the Department of Social Work, who are available for final placement. Their diverse backgrounds will provide you with varied options as you seek bright young men and women to join your organisation.

I welcome you and feel privileged to invite you to participate in the placement process for the year 2019. I am confident that your organisation will benefit immensely from your choice of professionals from our Department.



PROF USHVINDER KAUR POPLI

MESSAGE FROM THE DIRECTOR OF FIELD WORK AND PLACEMENT



I am delighted to take up this opportunity to welcome you to our Department of Social work for recruitment of our students of MA HRM, graduating in 2019. Our students are a fresh batch of the newness and knowledge that is the NEED of the Industry. The students of MA HRM have been inculcated with expertise and knowledge from a curriculum that has been derived from both theoretical and experiential learning from the industry interface. The course also contains extensive Skill Lab sessions, usually conducted by professionals from around the Industry, who share their experiences and intelligence with the students.

A touch of professionalism is also gained through the Self Management and Development Module, wherein elements and skills like Communication, Problem Solving, Critical Thinking, Leadership, Coordination, Decision Making, and more are developed within the students. The students of MA HRM possess great knowledge, skills, relevant competencies, and acumen, adding to the Human Value of your organization. It is my immense pleasure, therefore, to invite you to peruse through this brochure, and recruit these students as assets to your organization.

Vani Narula

DR. VANI NARULA

MESSAGE FROM CO-DIRECTOR OF FIELD WORK AND PLACEMENT



It gives me immense pleasure to introduce the students of M.A. HRM to your esteemed organization. The 2017–2019 batch of HRM students come from diverse backgrounds and fields, hailing from streams such as Engineering, Commerce, Political Science, Psychology etc. A unique Pedagogical approach lays thrust on both theoretical and practical learning. The classroom teachings and discussions, assignments, presentations, skill labs etc. develop and enhance the conceptual clarity of the students.

The practical inputs are provided through direct industry interface which includes block internship program which provides an opportunity for students to reflect, apply and integrate acquired skills to work situations. It is my pleasure to welcome you to assess and interact with the budding professionals of M. A. HRM in Department of Social Work, Jamia Millia Islamia.

A handwritten signature in black ink, appearing to read 'Virendra B. Shahare'.

DR. VIRENDRA B. SHAHARE

DR. ZAKIR HUSAIN LIBRARY

دکتر زکیر حسین لائبریری





ABOUT JAMIA MILLIA ISLAMIA

Jamia Millia Islamia, an institution originally established at Aligarh in United Provinces, India in 1920 became a Central University by an Act of the Indian Parliament in 1988. In Urdu language, Jamia means 'University', and Millia means 'National'.

Jamia Millia Islamia came into existence through the tireless efforts of its founders, such as Shaikhul Hind Maulana Mahmud Hasan, Maulana Muhammad Ali Jauhar, Hakim Ajmal Khan, Dr. Mukhtar Ahmad Ansari, Jenab Abdul Majeed Khwaja and Dr. Zakir Husain.

The story of its growth from a small institution in the pre-independence India to a Central University located in New Delhi offering integrated education from nursery to research in specialized areas is a saga of dedication, conviction and vision of a people who worked against all odds and saw it growing step by step. They "built up the Jamia Millia stone by stone and sacrifice by sacrifice," said Sarojini Naidu, the nightingale of India.

In 2015, NAAC accredited the University with 'A' grade etching its names among the esteemed Universities of the country. At present it has 18000+ students, more than 800 full time faculty teachers, 9 faculties and 38 departments offering more than 200 courses.

DEPARTMENT OF SOCIAL WORK

AN OVERVIEW

The Department of Social Work established in 1967 has been in the forefront of academic and field innovations in the country and has been consistently upgrading its curriculum to make it more responsive to the social challenges in India. After several phases of special assistance, in 2010, the UGC recognized the Department as a Centre of Advanced Study in Social Work. The Department of Social Work is nationally recognised as the pioneer in the training of Human Resource Management.

Keeping in view the mushrooming demands in the corporate sector, the Department restructured its academic programme to offer two years full time Masters in Human Resource Management. Besides it offers Master in Social Work, Advance Diploma in Public Health and integrated M.Phil/Ph.D Programmes.

The Department prides itself in predominately adopting a pedagogy of participatory learning, closely mentored internships at corporate and plant level, experiential learning opportunities in primary as well as advanced skills of human resource management and regular interface with practising professionals. It boasts of first rate highly qualified and field grounded faculty. The Department also boasts of excellent infrastructure in terms of smart class-rooms, a modern conference room, well stocked seminar library, a computer and data processing laboratory and an advanced behavioural and personality enrichment laboratory.

INFRASTRUCTURE THAT FACILITATES LEARNING

BEHAVIORAL AND PERSONALITY ENRICHMENT LAB

A highly equipped laboratory, with audio-visual facilities. The aim of this testing ground is to help cater to soft skills, and strengthen the overall Personality Development of students through the medium of various activities and sessions using Audio-Visual Aids.

COMPUTER AND DATA PROCESSING LABORATORY

A fully air conditioned and functional computer lab for imparting the necessary IT skills and teaching course relevant to professional requirement, such as MS office, SPSS, MIS etc.

LIBRARY

In addition to the renowned central library, the department has a well maintained and stocked library comprising of a plethora of books and E-books, 100% at the disposal of the students.

SEMINAR ROOM

Highly equipped and maintained seminar room, with audio-visual facilities for conducting skill labs and various professional interfaces.



COURSE CURRICULUM/STRUCTURE

Semester 1

1. Management Concepts and Principles
2. Financial and Marketing Management
3. Human Resource and Talent Management
4. Social Work and Human Resource Management
5. Field Work
 - a. Interface or Observational visits to Industrial/ complex organizations and Workshops on computer proficiency
 - b. Skill labs: 5
 - c. Self Management & Development Module (5 days)
6. CBCS
(offered for other Students):
Human Resource and Talent Management

Semester 2

1. Employee Relations and Legislations
2. Organisational Behaviour and Employee Engagement
3. Management Research and Computer Applications
4. Skill Development Paper I
5. Field Work
Viva Voce
6. CBCS
(offered for other Students):
Employee Engagement

Semester 3

1. Performance & Strategic Reward Management
2. Human Resource & Organizational Development
3. Social Security and Labour Legislations
4. Business & Social Environment
5. Field Work
6. CBCS
(offered for other Students):
Employee Relations and Labour Legislations

Semester 4

1. Strategic Human Resource, Change and Diversity Management
2. Skill Development Paper II
3. Corporate Governance and Business Ethics
4. Global Human Resource Management
5. Field Work
Viva Voce
6. Dissertation /Ability paper
Viva Voce
7. CBCS
(offered for other Students):
Human Resource & Organizational Development

ORIENTATION PROGRAMME

Right from the get-go, a 7-10 day long Orientation Programme is conducted for the new batches, to induct them into the going-ons of the department, the course, field work, and standards and norms are relayed to the students through Skill Labs, interaction session with seniors, individual sessions with Professors to give them an idea of subjects that the students are going to be studying.



COURSE WORK

The course is succinctly spread throughout 4 semesters, encompassing traditional as well as contemporary courses that are backed with modern learning techniques, 16-18 weeks long internships/training that provides for first hand learning experience and practical insights into dynamic corporate environment. Critical and analytical thinking is encouraged through skill labs, extended lectures and group conferences etc.

a) Presentation: Students are encouraged to harness their presentation skills by conducting oral presentations. Oral presentations are a useful and effective way to increase students' awareness of communication skills, and to increase their own sense of confidence.

b) Case Study: To get an insight into real-life situations and the ways to approach such situations, students are extensively taught various case studies of varying difficulties, to enhance their analytical and pragmatic thinking.

c) Assignments: Assignments have always been a part of the course structure of MA HRM, to develop the research driven learning process among students, and inculcate the habit of journal references.

d) Group Conferences: Group conferences are a great platform for students and educators alike to come together and have a constructive dialogue at the end of the Field Work session, instilling in students a sense of confidence about presenting their findings in front of an audience, and for Faculty Supervisors to know and understand any issues or gaps that the students may have encountered during their Field work.

COURSE WORK TRANSACTION



PERSONALITY DEVELOPMENT



Skill Lab

The course offers a deep, insightful, and innovative learning experience by conducting various skill labs in accordance to the need of the latest business world, where students are inculcated with knowledge related to business etiquettes, negotiation skill, time management, resume building skills, etc. These assorted labs accentuate the theoretical understanding of subjects with the more practical approach taken under the aegis of experienced resource persons.

Self-Management and Development Module

Educational trips are of paramount importance in a student's life. They play a pivotal role towards promoting overall development of students' personality. With this view in mind, the Department has been actively organizing excursions to a variety of places like Shitlakhet, Nanital, Tirthan etc. The students participate in various team building exercises enthusiastically, imbibing qualities of resourcefulness, self-confidence, initiative, team building, and leadership among themselves. Excursions play a significant role in overall development of the students as an unhindered environment allows them to open up to their fellow peers and teachers. The students develop excellent interpersonal and social skills, and carry happening memories of these excursions. The teachings, as well as experimental experiences collected help the students to plan, manage and allocate resources in a judicious and resourceful manner, allowing them to remember and execute plans in the future, moving away from traditional and archaic methods. This Module provides fun methods of learning, planning and execution on one hand, and also provides for development of responsibility in individuals on the other.



INTERFACE

It is an important aspect of the pedagogy. Interactions with experts from the industry are organised periodically for keeping the students abreast with the latest and current business landscape. It aims to orient the students with the demands of a professional world and work assignments that they are likely to take on in their future professional endeavours.





Organisational Visits

These visits provide the students with the exposure of varied HR functions in different organizations and industries. For students, these visits act as a window to professional settings before they are sent to their concurrent block internships. The organizational visits ensure that the students have an understanding of how an HR department functions and operates in different industries such as healthcare, publishing, PSU, IT etc.

Insights from Professionals

To keep students up to date with the changing scenario of the market, the department organizes frequent sessions with HR professionals from various industries. These sessions enlighten the students regarding the various challenges faced by HR professionals in different arenas. Through these interactions, students gain knowledge about the skills and competencies required for different HR roles, helping them in identifying their field of interest.

Internship

Through internships, students are provided opportunities to integrate their theoretical knowledge with the practical world and acquire experience on a hands-on capacity. This enables the students to develop competencies, attitudes and ethics relevant to professional practice. It aims at developing a familiarity with HRM functions. The internships are spread across 3 blocks in two years. During first block students gain basic HR competencies and simultaneously identify the major issues of the field which they want to study in-depth. The students then research on these issues during their 3rd semester placement within the same organization. The third block (in the 4th semester) helps the students to develop substantial skills required by HR professionals.

STUDENT INITIATIVES : SEHER, ALUMNI MEET, EXTRA CURRICULAR ACTIVITIES



SEHER



Seminars



Sports Day



Alumni Meets



Industrial Visits



Swachhta Pakhwada

FACULTY MEMBERS



Prof. Ushvinder Kaur Popli

Head
M.A. (SW) JMI, Ph.D. (JMI)
PG Diploma (IR & PM)

*

Prof. S. M. Sajid

Ex Vice Counsellor, Jamia Millia Islamia
M.A. (SW) JMI, Ph. D (JMI)
PG Diploma in Labour Laws
Indian Law Institute New Delhi

*

Prof. N. U. Khan

Dean, Faculty of Social Sciences, JMI.
M.A. (SW) JMI, Ph.D. (JMI)

*

Prof. Zubair Meenai

M.A. (SW) JMI, Ph.D. (JMI)

*

Prof. Archana Dassi

M.A. (SW) JMI, Ph.D. (JMI)
UGC Research Awardee

*

Prof. Neelam Sukhramani

M.A. (SW) TISS, Ph.D (JMI)
LLB (DU)

Dr. Vani Narula

(Director, Field Work & Placement)
M.A. (SW), D.U. Gold Medalist
M.Phil. (SW) DU, Ph.D. (JMI)
PG Diploma (IR & PM)

*

Dr. R. R. Patil

M.A. (SW) TISS, M.Phil. (JNU)
Ph.D.(Assam)

*

Dr. Intezar Khan

M.A. (SW) DU
Ph.D. (Lucknow University)

*

Dr. Virendra B. Shahare

(Co-Director Field Work & Placement)
M.A. (SW) TISS, M.Phil. (JNU)
Ph.D. (JNU)

*

Dr. Ashvini K. Singh

M.A. (SW), Ph.D.
Spl. in IR & PM

*

Dr. L.H.M Gangte

Co-Director, Field Work &
Placement
M.A. (SW) JMI, Ph.D. JMI

Dr. Habeebul Rahman V.M

M.A. Social (DU), L.L.B (DU)
Ph.D. (DU)

*

Mr. Sanjay Onkar Ingole

M.A. (SW) TISS, M.Phil (JNU)

*

Dr. Rashmi Jain

M.A. (SW), M.Phil. (DU), Ph.D.
(JMI), PG Diploma (IR & PM)

*

Dr. Asiya Nasreen

M.A. (SW) JMI, Ph.D. (JMI)
PG Diploma (IR & PM)

*

Dr. Rubina Nusrat

Research Assistant
Masters (SW), AMU, Gold Medallist.
Ph. D (Development Studies), IGNOU.

*

Ms. Noshin Nizam

Research Assistant
M.A (SW), AMU.

STUDENT PROFILES



Abdul Rahman Dard

CONTACT:

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EDUCATIONAL QUALIFICATION:

BBA (Hons), Nangarhar University,
Afghanistan.

INTERNSHIPS:

- **Thomson Press India Ltd.**, Okhla, March 2018 – April 2018
Recruitment Processes and Selection,
HR Functions, Employee Engagement,
Employee Relations and Performance Appraisal.
- **Holy Family Hospital**, Okhla
HR Policy Formulation & Implementation; Performance Appraisal; HRD; Job Description & Job Specification; Job Evaluation; HR Planning & Recruitment Policy.

DISSERTATION TOPIC:

A Study Of Employee Job Satisfaction
Among Employees

WORK EXPERIENCE:

- Assistant Professor of Nangarhar University, Afghanistan, Current
- Deputy Dean of Economics Faculty, Nangarhar University, Afghanistan, 2017
- Policy Research Specialist, IARCSC Jan 2013 to Dec 2013.
- Economic Advisor of Senate of Afghanistan, 2012.

PROJECTS UNDERTAKEN:

Employee Satisfaction as a tool
for Retention.

LANGUAGES:

Pashto, Dari, English, Urdu

ADDITIONAL INFORMATION:

- Appreciation Letter from the Speaker of Afghanistan Parliament, 2016.
- Appreciate Letter from the Chancellor of Nangarhar University, 2015.
- Appreciation Letter from the chancellor of Nangarhar University, 2012.



Akanksha Gupta

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EDUCATIONAL QUALIFICATION:

B. A. (Hons) Psychology,
University of Delhi,
New Delhi.

INTERNSHIPS:

- **ConnectPro Management Consultants Pvt. Ltd.,**
June 2016 – July 2016
General Recruitment & Assessment (sourcing); Compensation and Benefits System.
- **Gemalto, Noida,**
March 2018 – April 2018
Recruitment and Selection and formalities; Ladder assessments, Social Security benefits & Legal Compliances; Day-to-day Operations (employee attendance, in-basket exercises, etc.); Maintenance of Employee Records for HR Audit.
- **Café Coffee Day, Okhla**
Conducted SOP training for CDS Employees; Mystery Café Audits for Quality Check; Assisted Trainers in Induction Session for Front-line Employees; Customer Satisfaction & Merchandise Certifications for PMS; Appreciation letter distribution; Studied SOP Documents.

DISSERTATION TOPIC:

Machiavellianism at Workplace

LANGUAGES:

Hindi, English, French – Intermediate

LANGUAGES:

Hindi, English, French – Intermediate

PROFESSIONAL COMPETENCE:

Communication; Interpersonal skills; Team worker; Tenacious; Critical thinking; Analytical thinking; MS Excel, SPSS.

ADDITIONAL INFORMATION:

- 'Best Prefect' Annual Award, 2013 – 2014.
- President, Student Council, 2013 – 2014: Responsible for organizing School events.
- Oversaw, led and created link between Student Body and the School Administration.
- Attended psychological workshops on – Neuropsychology and Emotional Intelligence.
- Part of Organizing Committee for a National Conference at Collegiate level.
- Volunteered for "SEHER" (annual fest of Department of Social Work, Jamia) in the Organizing Committee.
- Part of Organizing Committee for Inter-Sports agency Meet, Department of Social Work.



Ankita Dangi

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EDUCATIONAL QUALIFICATION:

B.com, Kurukshetra University,
Kurukshetra.

INTERNSHIP:

- **Café Coffee Day Ltd.,**
March 2018 – April 2018
Hiring and Selection process,
along with Support Recruitment;
Employee Engagement;
Performance management system
(HRIS). Collected and compiled
data on employee status
dashboard. Overview of various
laws and legislations in industry.
- **Sun Pharmaceuticals Industries
Limited, Gurgaon.**
Talent Sourcing and Acquisition;
HR Operations for salary
processing; Worked
on employee portals; Employee
engagement

DISSERTATION TOPIC:

Employee Engagement and its
Association with Organizational
Performance

PROJECT UNDERTAKEN:

Sourcing under the various govt.
Schemes like PMKK, PMKVY, DDUGKY

PROFESSIONAL COMPETENCE:

MS Office, IBM SPSS

LANGUAGES:

English, Hindi

ADDITIONAL INFORMATION:

- Co-Ordinated annual cultural fest
"SEHER" 2017 of Department of
Social Work, JMI as an active
member of Sports Committee.
- Volunteered with the Public
Relations Committee in the Inter
agency meet 2018 of Department
of Social Work, JMI.
- Volunteered for voice over in
the documentary on the Green
Earth NGO in national program
on women empowerment.



Arushi Goel

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EDUCATIONAL QUALIFICATION:

B.A. (Hons) Economics,
Dr. Bhim Rao Ambedkar College,
University of Delhi
Business Analytics Certification
(ongoing),
Ivy Professional School, New Delhi.

INTERNSHIPS:

- **Bharat Electronics Limited,**
Ghaziabad
March 12th – April 21st
Worked in Welfare division, HRD;
Designed & created posters,
obligations chart & Joiners
Handbook, Manuals; Recruitment
Process; Pool Campus Recruitment,
PMS policy; Retired employee's
health insurance policy.
- **BSES Yamuna Power Ltd.**
January 1ST – January 15th
Competency Frameworks Usage
and cadre specific competency
requirements; Training Need
Analysis, Feedback Analysis, Rating
Process, Learnt payroll structures of
GPA, CTC and Outsourced
employees
- **Cafe Coffee Day**
Conducted Six Day Induction
Session for New Joinees;
Merchandise Training - CDS
employees; Sparsh Cafe
Audit, Customer Satisfaction
& Merchandise Certifications,
Appreciation letter distribution;
Created Batch Reports; Trainer.

DISSERTATION TOPIC:

Employee Development through
Training

and Development Program with a Total
Quality Management Perspective in Cafe
Coffee Day.

PROJECTS UNDERTAKEN:

Developed and conducted Female
Employee Satisfaction Survey in a PSU

PROFESSIONAL COMPETENCE:

Ms Excel, Ms PowerPoint, Ms Word,
Ms Access, SPSS, Adobe Photoshop

LANGUAGES:

Hindi, English

ADDITIONAL INFORMATION:

- Wrote a fictional Kids story for
Children supplement of Down
to Earth magazine in 2016 on
Environmental issues.
- Organised yearly department
inter college fest and led the
sponsorship vertical for the
same during graduation.
- Student placement co-ordinator,
M.A. HRM(2017-2019), Semester-2,
placed all the 28 students in
prestigious organisations
- Presented views on Nationalism
on agriculture at "Abhivyakti"
at University Level.



Asfia Khan

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7762844551

EDUCATIONAL QUALIFICATION:

B.A (Hons) Communicative English
with Media Studies, 2014-2017
Patna Women's College,
Bihar.

INTERNSHIP:

- **Manya Education Pvt. Ltd.**
(Recruitment)
12 March 2018-21 April 2018.
Sourcing, Screening, Scheduling
interviews. Closed two positions.
- **AdFactors PR Pvt. Ltd.** (Delhi)
Dec 2016 - Jan 2017
- **Times of India** (Patna)
Nov 01, 2016 – Nov 30, 2016
- **Hindustan Times** (Patna)
Print Journalism,
June 14, 2016 – July 13, 2016
- **NDTV** (Delhi) Broadcast Journalism,
May 03, 2016 – Jun 03, 2016
- **Koshish Charitable Trust** (Patna),
(Social Work)
Aug 17, 2015 – Oct 17, 2015
Reported on seminars &
workshops conducted;
Conducted survey for
awareness on the Protection
of Women against Domestic
Violence Act, 2005.
- **Safenet Infotech Pvt. Ltd.**
(Gemalto), Noida
File validation; Joining formalities;
Assistance in induction; Assistance
in organising a few internal
workshops and GOS.

DISSERTATION TOPIC:

Driving Performance through
Employee Engagement

PROFESSIONAL COMPETENCE:

MS Word, MS Excel, MS Powerpoint.

LANGUAGES:

English, Hindi, Urdu.

ADDITIONAL INFORMATION:

- International Summer School of
King's College London at Lady Sri
Ram College, Delhi University
(Jun'15)
- Research Paper Presentation
under the CPE Scheme, UGC;
awarded prize for best
presentation.
- Took part in Annual Media
Quizzical in Patna Women's
College; won the 1st Runner-up
prize.
- Photography Workshop at Ravi
Bharti from 16/02/2015 to
28/02/2015.
- Took part in Annual Media
Quizzical in Patna Women's
College; won 1st prize in 2016.



Dev Raj

CONTACT:

dev6032@gmail.com
+919971541610

EDUCATIONAL QUALIFICATION:

BBS (Hons),
Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **BNP SREI**, Delhi
June 2016 – July 2016
Handled Recruitment and Selection; Gained knowledge of Training processes.
- **Thomson Press**, Faridabad
Studied and practiced EHS (environment, health and safety) in context of the T&D.

DISSERTATION TOPIC:

Role of Training and Development in Retention

PROFESSIONAL COMPETENCE:

SPSS, MS Excel, etc.

LANGUAGE:

English and Hindi

ADDITIONAL INFORMATION:

- Volunteered for SEHER (Departmental Fest) in the Organizing Committee.
- Completed Adventuring course in Himalayan Mountaineering Institute.
- NCC Zonal winner, 2016.
- First prize in Quiz conducted by Department Of Engineering, Jamia.



Diwan Naiyar Khan

CONTACT:

diwankhan18@gmail.com
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EDUCATIONAL QUALIFICATION:

BA. (Hons),
Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **Fortis Hospital**, Noida- 62,
June 2016 – July 2016
Auditing of quarterly
manpower planning data;
Legal compliance. Hands on
experience with the whole
recruitment and end to end
selection process along with
the induction process.
- **Mother Dairy, Patpadganj**
Training and Development;
Recruitment.

DISSERTATION TOPIC:

Driving Retention through Employee
Engagement

PROFESSIONAL COMPETENCE:

MS Office, Adobe photoshop, IBM SPSS,
C, C++.

LANGUAGES:

English, Hindi, Urdu

ADDITIONAL INFORMATION:

- Organised annual cultural fest
"SEHER" 2017
- Volunteered in the Inter agency
meet 2018
- Represented under 19 UPCA
(Uttar Pradesh Cricket Association)
- Represented University of Jamia
Millia Islamia 2014, 2015, 2017
(Cricket)
- Winner of Cricket tournament at
BITS Pilani 2017
- Secured "Best Bowler" and Man
of the match in Cricket



Farah Haider

CONTACT:

haider.farah9518@gmail.com
9631700236

EDUCATIONAL QUALIFICATION:

BSc. (Hons) Industrial Microbiology,
Patna Women's College,
Bihar.

INTERNSHIP:

- HR Intern at **INTEX Technologies**,
HO, Delhi, India
March 2018 – April 2018
Recruitment and selection process
(candidate identification, on-
boarding process). Practical
knowledge of compensation,
formation of training calendar &
employee satisfaction survey
questionnaire, training
need analysis; reward &
recognition.
- **Jagran New Media**, Okhla
End-end Recruitment; Closed
position of Social media executive,
Sub Editor, Translator (Gujarati),
Producer and SEO; Employee
Engagement activities: TGIF;
Made monthly wellness meter –
October + November; Made
Navratri and Diwali creatives.

DISSERTATION TOPIC:

The Study of Work Culture and its Impact
on the Commitment of the Employees
towards the Organization in a Media
Industry

PROFESSIONAL COMPETENCE:

MS Office, Adobe Photoshop, IBM
SPSS, LaTeX, C, C++.

LANGUAGES:

English, Hindi, Urdu, French, Korean,
Arabic

ADDITIONAL INFORMATION:

- Co-ordinated Annual Cultural
Festival 'SEHER' of the
department of Social work (2017)
- Volunteered in the Inter agency
meet 2018 of Department of
Social Work, JMI.
- Organised and participated in
'THE B SCHOOL AND U MEET'
by IMS (2016)
- Event co-ordinator of
PRAGVOTSAV- Patna Women's
College (2016)
- Class representative, HRM, JMI
2017
- Co-ordinator of Placement
Committee, HRM, JMI, 2017-19



Farheen Naaz

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+919891986445

EDUCATIONAL QUALIFICATION:

B.COM (Hons),
Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **Indraprastha Apollo Hospitals,**
Sarita Vihar
March, 2018 – April, 2018
Training in Hospital sector;
studied effectiveness of training
programmes; Assisted in
employee engagement
activities; Recruitment,
selection and performance
appraisal processes; & other
functions of human resource
department.
- **Jagran New Media,** Okhla
Recruitment; Conducting
functional tests; Pre-joining
formalities; Reference
checks; Trainings and Employee
Engagement activities.

DISSERTATION TOPIC:

A Study on Job Satisfaction of
Employees at Jagran New Media

PROFESSIONAL COMPETENCE:

MS Office Suite Excel, Word,
PowerPoint.

LANGUAGES:

English, Hindi & Urdu

ADDITIONAL INFORMATION:

- Coordinated various events
at school and university.



Ghazi Khan

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gkhan5928@gmail.com
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EDUCATIONAL QUALIFICATION:

B. Com (Hons),
Jamia Millia Islamia,
New Delhi.

INTERNSHIPS:

- **J. K. Lakshmi Cement**,
March 2018 – April 2018
Observed Selection and Recruitment processes; Training and Development; Compensation system.
- **Fortis**, Shalimar Baug
Payroll; Training & Development; Statutory compliance; Exit interview.

DISSERTATION TOPIC:

An Impact of Motivation on Employee Participation in Training and Development

PROFESSIONAL COMPETENCE:

MS – Excel, SPSS; Adaptive; Team Worker; Communication skills

LANGUAGES:

English, Hindi, Urdu

ADDITIONAL INFORMATION:

- Elected as Class Representative for two consecutive years in Bachelors.
- Elected as 'Refreshment monitor' of the Student Hostel Accommodation.
- Volunteered in Management team of 'COMMERCIALESE' (Annual Commerce Department Fest)
- Took up a concurrent course of 'Entrepreneurship' for 2nd Semester of Masters.
- Took up a concurrent course of 'E-Commerce' for 1st Semester of Masters.
- Volunteered for the annual Social Work Department fest "SEHER".



Habsa Fatma

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EDUCATIONAL QUALIFICATION:

B. Com (Hons),
Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **Mother Dairy Pvt. Ltd.,**
Patparganj
March'2018- April'2018
Practical understanding of various HR functions (time-office operations, recruitment and performance management systems); employee engagement surveys; insight into various labour laws applicable in manufacturing units; Worked on 5S and kaizen techniques implemented in the plant.
- **Fortis Hospitals, Ltd.,** Noida
Worked on Oracle database; HR processes like Recruitment & Selection; Training & Development

DISSERTATION TOPIC:

Effectiveness of Training and Development

PROFESSIONAL COMPETENCE:

Microsoft Office, IBM SPSS (Basic)

LANGUAGES:

English, Hindi and Urdu

ADDITIONAL INFORMATION:

- Participated in workshop on 'New Business Opportunities', JMI.
- Organized National Social Leadership Summit in 2016, India Islamic Cultural Centre.
- Volunteered for Organizing Committee of COMMERCIALESE, Annual Fest of Departmental of Commerce.



Irfan Elahi Khan

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EDUCATIONAL QUALIFICATION:

BA (Hons) Economics,
Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **HR Generalist at ITC**
(12th March, 2018—21st April, 2018)
Worked on softwares such as SAP and Excel, organized employee engagement programs, Recruitment and selection drive.
- **HR Application Team at HCL**
(20th December 2017— 20th January 2018)
Worked on various applications such as
(1) Shift management module (SMM),
(2) Exit management system (EMS),
(3) Leave management system (LMS),
(4) Employer service system (ESS).
Gained theoretical understanding of employee life cycle, stakeholder engagement, different types of personalities, why personality test is needed, the concept of the 'Debono' group.
- **Gematlo (Safenet Pvt Ltd.),**
Delhi & Noida

Employee Engagement Programs; Prepared report on Employees Attendance for payroll; Updates on Oracle: Designation, Project dates; Files validation; Joining formalities; Talent acquisition.

DISSERTATION TOPIC:

Global Mobilisation of Talent: Tools, Strategies and Utilities—For HR Management

PROFESSIONAL COMPETENCE:

- HR Planning and Staffing; Recruitment; Strategic Thinking and Alignment
- Ms-Excel, Ms-Powerpoint, Ms-Word, SPSS

ADDITIONAL INFORMATION:

- Class representative (2016-2017)
- Joint secretary of the department (2016-2017)
- Member, Organising team, Annual university fest
- Team lead, NSS



Mariyam Ali

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+919990561699

EDUCATIONAL QUALIFICATION:

B.Com (Hons), Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **Indraprastha Apollo Hospitals,**
Sarita Vihar
March, 2018 – April, 2018
In-depth knowledge of HR operations (Training and Development, Recruitment, Performance Appraisal, Employee Engagement). Assisted HR team in various Employee Engagement activities and Training sessions.
- **The Park Hotel,**
New Delhi
Recruitment (Cold Calling) & Selection (Group Discussion, Personal and Telephonic); Joining Formalities; Reference Check; Worked on Procedure of Employee Leave Policy.

DISSERTATION TOPIC:

How to Enrich the Recruitment, Selection and Retention of the Employees of The Park, New Delhi.

PROFESSIONAL COMPETENCE:

MS Office, Excel, Word, PowerPoint.

LANGUAGES:

English, Hindi

ADDITIONAL INFORMATION:

- Organised, participated and won 1st prize in cultural and sports events at university.
- Acted as an active member of Shikhar Foundation which works for Girl's education.



Mohammad Ghazi

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EDUCATIONAL QUALIFICATION:

BBS (Specialization HR),
Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **Manya Education Pvt. Ltd.**
March 2018 – April 2018
Manage the recruitment and selection process, conducted interviews (telephonic and face to face), managed data using data management tools and Database Management Systems (DBMS) maintained records and reports and worked with the Human Resource Information System (HRIS)
- **Bajaj Auto Ltd.**
June 2016 - July 2016
Performed training and development need analysis. Promoted better opportunities for the growth and promotion chances of employees.
- **Bharat Electronics Limited,**
Ghaziabad
Observed HR policies, compliances and practices; Facilitate continuous learning and development orientation.

DISSERTATION TOPIC:

Quality of Work ILfe in PSU: A Case Study of Bharat Electronics Limited

WORK EXPERIENCE:

Entrepreneur, Co-founder of Happy Wedding and Event Management.

PROJECTS UNDERTAKEN:

How to increase employee engagement activities in Manya Education Pvt. Ltd.

PROFESSIONAL COMPETENCE:

Microsoft Office, Event Management, SPSS, Advance Microsoft Excel.

LANGUAGES:

English, Hindi, Urdu.

ADDITIONAL INFORMATION:

- Organized college fest AALEN 2014, 2015.
- Organized college fest SEHER 2017
- Interfaculty volleyball winner 2018
- Played kabaddi on state level.



Mohd. Zeeshan

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EDUCATIONAL QUALIFICATION:

B.Com (Hons),
Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **NTPC Limited**, Noida
March 2018 – April 2018
In depth experience with the recruitment process in the organization. Learned about various HR functions there.
- **Thomson Press**, Faridabad

DISSERTATION TOPIC:

Effectiveness of Performance Appraisal System in Thomson Press

PROFESSIONAL COMPETENCE:

Analytical and Critical thinking, Problem Solving Ability, Good Communication Skills

LANGUAGES:

English, Hindi, Urdu

ADDITIONAL INFORMATION:

- Coordinated the cultural event "Seher" of Dept.of Social Work JMI
- Volunteered in the E-Commerce

- fest, dept of commerce, JMI
- Coordinated in the Inter Agency Meet, Dept of Social work.
- NCC for two years.



Mohd. Amjad

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EDUCATIONAL QUALIFICATIONS:

B.A. with Computer Application,
Jamia Millia Islamia, New Delhi.
Post Graduation Diploma in
Computer Application,
Jamia Millia Islamia, New Delhi.

INTERNSHIP:

- **Thomson Press**, Faridabad
March 2018-April 2018
Understanding of the labour laws, and did an employee engagement survey 'VARTA'. Understanding of the basic HR functions such as recruitment.
- **Fortis**, Shalimar Baug
Recruitment Processes; Employee Engagement.

DISSERTATION TOPIC:

Post Training Assessment

PROJECTS UNDERTAKEN:

Leave Management System on .NET Platform (academic)

PROFESSIONAL COMPETENCE:

Analytical Thinker, Silent Observer

LANGUAGES:

English, Hindi

ADDITIONAL INFORMATION:

- Event Organiser in the Ecocracy fest of department of economics, JMI
- Runner up in a debate competition for sahar TV (Iran)



Mohd. Nisarul Haque

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EDUCATIONAL QUALIFICATION:

B.A.History (Hons),
Aligarh Muslim University,
Aligarh.

INTERNSHIP:

- **Intex Technologies**
March 2018- April 2018
Worked on Recruitment process for the post of Financial Auditor. Assisted in Provident Fund Withdrawal process.
- **LG Electronics**, Greater Noida
Assisted in Recruiting candidates for Area Sales Manager; worked on Employee Ward Scholarship; successfully completed a project on Talent Acquisition.

DISSERTATION TOPIC:

A Study on Talent Acquisition Practice and its Impact in LG Electronics

PROFESSIONAL COMPETENCE:

Descent Communication.

LANGUAGES:

English, Hindi, Urdu

ADDITIONAL INFORMATION:

- Editor in Hall Magazine (2016).



MOHD. FAZAL

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EDUCATIONAL QUALIFICATION:

B.A (H) Psychology,
Jamia Millia Islamia, New Delhi.
Diploma in Disaster Management,
Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **Jammu & Kashmir Police Drug De-addiction Centre, Srinagar**
May 2015-June2015
Rehabilitation program,
Case study of 20 patients
- **Indira Gandhi institute of Physical Education and Sports Sciences**
Jan 2017 - Mar 2017
Worked on national athletes on
"psychological skills training"
- **Minda SAI Ltd.**
Mar 2018 - Apr 2018
Audit of employ branding and
brand audit, CSR activities,
Food waste management ,Making
and calculating of skill Gap matrix
- **Stratemis HR Technologies pvt. Ltd**
End-to-End Recruitment Processes

DISSERTATION TOPIC:

Vulnerability of the Gig Economy
Workforce - A Case Study

PROJECTS UNDERTAKEN:

Employee Motivation (in process)
Female Employee Satisfaction (in process)

LANGUAGES:

Hindi, English, Urdu

PROFESSIONAL COMPETENCE:

MS-Office,Adobe Illustrator
(intermediate), SPSS(beginner)



Parul Varshney

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parul1996@gmail.com
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EDUCATIONAL QUALIFICATION:

B.Com (Hons)
Maharaja Agrasen College,
University of Delhi,
New Delhi.

INTERNSHIP:

- **Taylor and Francis India Books Ltd.**
May 2018 – July 2018 (Volunteer)
Managed end to end recruitment and successfully closed two positions. Developed and implemented a program for the ease of transitioning of new hires in the organization.
- **Bharat Electronics Limited,**
Ministry of Defence
March 2018 – April 2018
Coordinated campus recruitment drive. Developed tool to measure Female Employees Satisfaction in the organization.
- **SREI Equipment Finance Limited,**
New Delhi
Measured Employee Engagement Index: further developed Employee Engagement framework from the obtained result; Worked on quarterly HR Dashboard; Organised Diwali celebration in Central & North zones of SREI.

DISSERTATION TOPIC:

Impact of Organizational Climate on Job Satisfaction

PROJECTS UNDERTAKEN:

Developed and studied the Female Employees Satisfaction in a PSU.

PROFESSIONAL COMPETENCE:

MS Excel, MS Power Point, MS Word, Photoshop, SPSS

LANGUAGES:

English, Hindi, French (beginner)

ADDITIONAL INFORMATION:

- Student Placement Coordinator, MA HRM (2017-2018)- successfully placed 28 students for 2nd semester internships.
- Elected President of Street play society of Maharaja Agrasen College, University of Delhi (2016-2017) and represented the college in over 50 events across India.
- Volunteer at Animal Hospital & Shelter (formerly known as SPCA), Noida.
- Interned as a graphics designer with Grasshopper Media Pvt. Ltd. (June 2016 – July 2016) and designed various on-air graphics for DD News.
- PR Head for Cultural Festival of Maharaja Agrasen College (2016-2017).



Roshni Bisht

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EDUCATIONAL QUALIFICATION:

B. Com (Hons),
University of Delhi,
New Delhi.

INTERNSHIP:

- **Fortis Hospital,**
March 2018- April 2018
- **Fab Hotels,**
May 2018 – July 2018 (Volunteer)
- **Bharat Electronics Limited.**

DISSERTATION TOPIC:

Effectiveness of Training and Development
on Employees' Performance and Organization
Competitiveness: A Case Study

PROFESSIONAL COMPETENCE:

MS office, SPSS

PROJECTS UNDERTAKEN:

- Employee Satisfaction Survey
Analysis at Fortis Hospital
- We Build Together – An
Engagement Study at Fab Hotels

LANGUAGES:

English, Hindi & Urdu

ADDITIONAL INFORMATION:

- Secured first position in
Inter faculty relay race 2017.
- Awarded with spotlight
certificate in Fab Hotel.
- Received Good Job card in Fab
Hotel for closing critical position



Sadiya Akhtar

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+919560023981

EDUCATIONAL QUALIFICATION:

B.A. (Hons) Economics,
University of Delhi,
New Delhi.

INTERNSHIP:

- Team Member at **AIESEC, IIT Delhi**
August 2014- July 2015
- Selected international interns for the internship projects in **NGOs** in Delhi.
- Human Resource Intern at **Gemalto**
March 2018– April 2018
Worked in talent acquisition and operations division and included functions like sourcing, vendor coordination, observation of legislations, filing and attendance management.
- **Times Internet Ltd.**
June 2018 – August 2018 (Volunteer)
Involved in sourcing, screening and conduction of negotiations of the candidates. Worked as per the requirements of different Business Units working on both technical and non-technical positions.
- **Hero Corporate Service Pvt. Ltd., Okhla**
Recruitment; MIS; Filing Validation; Training and Development Activities.

DISSERTATION TOPIC:

Evaluation of Training Need Assessment Program in the Organization

LANGUAGES:

Hindi, English

PROFESSIONAL COMPETENCE:

Event Management, E-mail Marketing, SPSS, MS-EXCEL, Social Media Marketing, Project management, MS –Word, Public Speaking

ADDITIONAL INFORMATION:

- Participated in debating competitions at college
- Represented the Delhi State at the National Karate Competition
- Winner of Delhi State inter School Karate Do Championships for the years 2006, 2007, 2011
- Awarded for high sense of Duty as the School Head Prefect for the year 2013-2014
- Volunteered and Organized the Economics Festival of the college for the years 2014-2017
- Volunteered for Seher (Youth Festival) held at Jamia Millia Islamia in the year 2018



Sahar Yaqoob

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saharyaqoob21@gmail.com
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EDUCATIONAL QUALIFICATION:

B.A. (Hons) Psychology,
Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **Jagran Prakashan Ltd** – MMI Online Limited (5.5 months)
Developed proficiency in the areas of recruitment and successfully closed 14 positions, & employee engagement. Documentation of various employee records. Also, involved in various internal communication and team work between different branches across India. Participated in launching of new editorial desk.
- **Prayas Juvenile Aid Centre-** (4 months)
Department of counselling for development of children in need of care and affection.
- **Fortis Escorts Heart Institute-** (2 months)
Department of Preventive Cardiology as a counsellor
- **SREI Equipment Finance Limited,** New Delhi
Measured Employee Engagement Index: further developed Employee Engagement framework from the obtained result; Worked on quarterly HR Dashboard; Organised Diwali celebration in Central & North zones of SREI.

DISSERTATION TOPIC:

Understanding Factors influencing Employee Engagement in a Non-Banking Finance Company – SREI

PROJECTS:

Developed a test and conducted a study on Influence of self esteem on college going students.

PROFESSIONAL COMPETENCE:

MS Excel, MS Power Point, MS Word & Event Management.

LANGUAGES:

English, Hindi, Urdu & Kashmiri

ADDITIONAL INFORMATION:

- Participant at International Conference on "Health and Wellbeing.
- Participated at National Conference on Human Rights, Education & Empowerment.
- Member of the subject association as Class Representative
- Team Leader at the Annual Festival of Jamia Millia Islamia "MIRAAS"



Sameer Al Asim

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EDUCATIONAL QUALIFICATION:

B.Com (Hons), Sri Aurobindo College,
University of Delhi,
New Delhi.

INTERNSHIP:

- **Spark Minda (Ashok Minda Group),**
Greater Noida
March 2018- April 2018
Developed Employee R&R; Designed & Implemented Sakhi (CSR) for Women Sanitation & Hygiene; Conducted & Reported Survey on Work-Life Balance; Assisted in HR Audit.
- **Stratemis HR Technologies Pvt. Ltd,** Gurgaon
Sourcing candidates from Internet Portals; Conducting Preliminary Interview; Assisting in On-boarding of candidates.

DISSERTATION TOPIC:

Work Life Balance in BPO Industry

WORK EXPERIENCE:

- Sprint Electric Co.
July 2014 to March 2016
Designation: - Assistant Manager (Graduate Management Trainee)
Clientele Search; Understanding Client requirements and arranging client visits for closure; Drafted Negotiation & Sales strategies; Drafted After Sale Service Policies.

LANGUAGES:

English, Hindi, Urdu and Arabic.

ADDITIONAL INFORMATION:

- Student Parliament on Health Mobilizing Youth for Tobacco related initiatives in India
- Youth Sports Leadership Cascade Training, British Council
- Letter of Appreciation, Spark Minda, 2018



Shariq Munsif

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EDUCATIONAL QUALIFICATION:

B.B.S (Hons),
Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **Café Coffee Day Ltd.**
March 2018 – April 2018
Actively engaged in recruitment and selection process, learned about functions of HR such as Payrolls, Training and Development, Employee Engagement, Performance Management System and handled the HRIS. Had an overview about various laws and legislations and their implementation.
- **India Innovation Incorporation Pvt Ltd.** (Voluntary)
- **NIIT TECHNOLOGIES PVT. LTD,** GREATER NOIDA
Conducted Post exit analysis survey for high attrition, Prepare a retention strategy for NIIT; Separation & Exit process under BusinessHR department.

DISSERTATION TOPIC:

A Study of Attrition Analysis in IT Sector with Special Reference to NIIT TECHNOLOGIES, GREATER NOIDA

WORK EXPERIENCE:

Sales Executive at Share Khan Ltd.

PROJECT UNDERTAKEN:

Understanding Factors leading to attrition and its measures.

PROFESSIONAL COMPETENCE:

MS Office, IBM SPSS, Prezi.

LANGUAGES:

English, Hindi, Urdu

ADDITIONAL INFORMATION:

- Co-Ordinated annual cultural fest "SEHER" 2017 of Department of Social Work, JMI.
- Volunteered in the Inter agency meet 2018 of Department of Social Work, JMI.
- Core Team Member Organising Committee of Centre for Management Studies, JMI.
- Certificate of excellence by IARC Centre For United Nations on successfully participating in Rio+22 United Nations sustainable Energy.



Srikavi S.

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EDUCATIONAL QUALIFICATION:

BA (Hons) Psychology,
University of Delhi,
New Delhi.

INTERNSHIP:

- **Mother Dairy Fruit & Vegetable Pvt Ltd**, Patparganj Plant;
March 2018 – April 2018
Acquired insight into recruitment and selection, job analysis, time office operations, performance management system, and maintenance of data. Conducted employee engagement survey, assisted in the facilitation of 6S audit, and learnt about Kaizen techniques implemented in Mother Dairy plant. Gained practical exposure to legal acts along with dealing with trade union regarding different issues.
- **Gemalto**, Noida
Maintenance of Employee records and updating e-HR Portal; organised GOS and several employee engagement workshops; Legal Compliances and Social Security benefits.

DISSERTATION TOPIC:

To Understand the Relationship between Emotional Intelligence and Leadership Skills among Employees in Gemalto, Noida

PROFESSIONAL COMPETENCE:

Microsoft Office Suite, Adobe Photoshop, SPSS, Knowledge of benefits packages and retirement options, Strong organization and communication skills (written and verbal), Self-motivated with outstanding time management.

LANGUAGES:

English, French, Hindi, Tamil

ADDITIONAL INFORMATION:

- Certificate course in Counselling & Guidance, University of Delhi, 2015-2016



Sumaira Fatima

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EDUCATIONAL QUALIFICATION:

B.Com (Hons),
Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **Indraprastha Apollo Hospitals,**
Sarita Vihar;
March 2018 – April 2018
Gained in-depth knowledge about recruitment, performance appraisal, and other functions of Human Resource. Assisted HR team in various employee engagement activities. Conducted time and motion study to analyse the time gap and human efficiency in an oncology department. Organised cultural events at university.
- **The Park,** New Delhi, CP
Telephonic interview of Industrial trainees; Collated training feedback forms; Assisted and coordinated MT's (Management Trainees) Group Discussion; Prepared tracker of summer and winter batch of Industrial trainees.

DISSERTATION TOPIC:

Effects of Organisational Culture on Employee Performance

PROFESSIONAL COMPETENCE:

MS Office, Excel, Word, PowerPoint.

LANGUAGES:

English, Hindi & Urdu

ADDITIONAL INFORMATION:

- Participated in various sports and cultural activities.
- Amongst the top rank holders throughout the academics.
- Volunteered in annual cultural fest of Department of Social Work- SEHER.
- Received academic excellence certificate in school.



Taib Ali

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EDUCATIONAL QUALIFICATION:

B.Sc. Agriculture,
Dr. B. R. Ambedkar University,
Agra.

INTERNSHIP:

- **Thomson Press**, Faridabad;
March 2018 – April 2018
Understanding of the HR roles and functions like Training and Development, Recruitment, Performance appraisal system. Overview of labour laws prevailing in printing industry.
- **NTPC**, Noida
Documentation, verification, reference checks and feedbacks; Conducted Screening of interviews; assisted in various interviews.

DISSERTATION TOPIC:

Impact of Employee Engagement on Performance of Employee

PROFESSIONAL COMPETENCE:

MS Office, IBM SPSS

LANGUAGES:

English, Hindi, Urdu

ADDITIONAL INFORMATION:

- Co-Ordinated annual cultural fest “SEHER” 2017 of Department of Social Work, JMI.
- Volunteered in the Inter agency meet 2018 of Department of Social Work, JMI.
- Qualified in 60th and 61st National Shooting Championship Competition.
- SILVER MEDALIST in 36th North Zone Shooting Championship.
- GOLD MEDALIST in junior trap men in 40th U.P state shooting championship.
- SILVER MEDALIST in senior trap men in 40th U.P state shooting championship.
- GOLD MEDALIST in senior trap team in 40th U.P state shooting championship.
- BRONZE MEDALIST (team) in inter university games 2017.



Zafar Neyaz

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EDUCATIONAL QUALIFICATION:

B.A.with Computer Applications
(BACA), Jamia Millia Islamia,
New Delhi.

INTERNSHIP:

- **Intex Technologies**, New Delhi
March 2018 – April 2018
Dealt with Statuary compliance tasks. Handled Employer's EPF portal of Intex Technologies. Dealt with Recruitment and Selection, and Induction processes. Verification and Maintenance of Employee Records for HR Audit.
- **Mother Dairy Fruit & Vegetable Pvt Ltd**, Parparganj
Statutory compliance tasks: handled EPFO, PF related tasks; Talent acquisition.

DISSERTATION TOPIC:

The Effect of Training on Employee Performance

PROFESSIONAL COMPETENCE:

C++, PHP, ASP.Net, SQL, HTML,
MS-Excel (advance)MS-Word, SPSS ,
Leadership quality

LANGUAGES:

Hindi, English

ADDITIONAL INFORMATION:

- Organizer of inter-university fest "Ecocracy" (2015 & 2016).
- Elected class representative in the second and final year of graduation.
- Joint Secretary (2015-16) and General Secretary (2016-17) of the subject association of the department.
- Coordinator, Placement committee, MA (HRM), JMI, 2017-19.

BATCH OF 2017-19



& ALUMNI PLACED

* THOMSON PRESS * BMW * MICROSOFT *
* LLOYD INSULATIONS * BAIN & COMPANY *
* CAPGEMINI * MOSERBAER * AMAZON *
* OERLIKON * AVIVA * KPMG * TOSHIBA *
* APOLLO * GEMALTO * CAFE COFFEE DAY *
* VODAFONE * BRIGHTSTAR * VIDEOCON *
* ROYAL ENFIELD * PVR CINEMAS * HERO *
* MARUTI SUZUKI * DELHI METRO * PWC *

TESTIMONIALS FROM ORGANISATIONS



I highly recommend the Masters in HRM course as it is a highly specialised course covering key aspects of HRM. The focus on work placement makes the students transfer their learnings to practice and thus advance their employability skills. Personally, it was an excellent opportunity, following which I pursued fully funded doctoral studies in UK from Cardiff Business School and now work at a university in UK.

Dr Smirti Kutaula
Senior Lecturer (HRM)
Kingston Business School
Kingston University London



I thoroughly enjoyed my stint in MA HRM. I was the 2nd batch and passed out in 1996 (yes, I am that old!). A key factor of the course and what Jamia taught me, was to be self reliant. I quickly learnt that I will have to work twice as hard, be twice as better and be definitely twice as much prepared as the other person so that I can get access to opportunities. This trait has stayed with me all through and stood me in good stead over these years.

My advice to all students would be to be self reliant and carve their own future!

Faisal Nadeem Saiyed,
Director - People Services,
APAC at Expedia, Inc.



An institute of high repute, groom and develop professionals for ethical business intervention. The curriculum, content and pedagogy are designed to ensure evolving students into a futuristic leader capable of developing and leading HR functions as a business strategic partner. Thomson Press has been benefitted immensely by inducting students of JMI since 1988."

Wishing you all the best.
Afaque Akhtar
Thomson Press (India) Ltd., Faridbad.



The students of Jamia have always been eager to learn all tasks related to HR, with their promptness, and the willingness to 'make things happen'; something that we've liked.

They've truly been amazing, and proved as an asset for our company. We were very glad to know that even the students tried to make the best of their time interning with us.

I wish them all the best for their future! Students, keep climbing up the ladder of success!

Best wishes,
Kriti Kulshreshtha
HR Officer,
Gemalto.

//

It was great to be a student of MA (HRM). The department has wonderful faculties. They have good knowledge and experience. They are also very supportive.

Course content is also excellent. The syllabus covers every topic that is related to HR/Personnel Management and IR. The best part is the block Field Work, that helps with practical expertise while being a student.

I have pursued MA (HRM), and feel really proud being a student of Department of Social work, Jamia Millia Islamia.

Mahtab Ali
MA (HRM) 2009-11,
Deputy Manager
Hero FinCorp Ltd.

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When I reflect back at my professional education at Jamia, it gives me great satisfaction & a feeling of pride. It was a very unique experience to study at Jamia. The liberal & modest university character, personal touch, and excellent faculty are some of the instant memories. The academics, with mature & practical teaching methodology, offered good opportunities to students to learn, interact, and express themselves in the open environment of the university.

After my Graduation in BA (Hons) Social Work, I took up MSW with specialization in Personnel Management & Industrial Relations, with a career objective to get into the Corporate Sector in the Personnel Management & IR function. Today the same course is titled Human Resources Management. I got into Escorts Limited, Faridabad, a blue chip private sector company, in July, 1979 through the Campus Connect Placement process.

During my professional career spanning almost 40 years and involving companies such as Escorts, DCM Group, FIAT/ New Holland Tractors and Maruti Suzuki, I do feel indebted to my education at Jamia as a major factor in this regard and to initially prepare me for this enriching career. The balanced mix of theoretical framework & practical exposure through internships with Industries, and consistent connect with the Faculty on both, gave me a sound & fundamental understanding of human behavior. Hence the fundamentals built at Jamia came in handy in my Career in Human resources. Hence, my sincere thanks & gratitude to my Teachers & support staff at Jamia.

Saqulain Y Siddiqui
Executive Advisor,
Maruti Suzuki India Ltd.

NOTABLE/PRESTIGIOUS ALUMNI

Rajya Wardhan Ghei

Cheif Executive Officer
India Solar Business,
Hindustan Clean Energy,
Ltd.

*

Pawas Anand

Human Resource Director
and Transformation Lead
UnitedHealth Group

*

Vikram Batra

Manager-HR
Gemalto Digital Security

*

S Y Siddiqui

Chief Mentor
Maruti Suzuki India Ltd

*

Deepak Saxena

Senior VP-HR
JMC Projects (India) Ltd

*

Salman Qureshi

Regional Director-HR
Park Hotels

Sunil Pathak

Director-HR
Cadence Design
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India Pvt. Ltd

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Poonam Madan

Service Delivery Leader
— Human Resources
Metlife

*

Raazia Siddiqui

Deputy Manager-HR
BMW india

*

Udbhav Ganjoo

HEAD- HR
Mylan Laboratories

*

Arafat Hasan

HR MANAGER
HERO- Corporate

*

Anil Gaur

VP-HR
Jubilant Life Sciences

Erum Subzwari

Head- HR
Tata McGraw Hill
Education
Pvt. Limited

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Darakhshan Kalim

Deputy manager-HR
Vodafone Essar Mobile
Services Limited

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Prashant Jha

DGM-HR
Toshiba India

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Pardeep Pahal

VP - HR
Capgemini

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Ameena Khan

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Maninder Johar

VP-HR
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Nehla Sadaf Azmi

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PwC India

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Paiker Aiyubi

Manager- HR
Sun Pharmaceuticals

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Md Meraj

Manager-HR
American Express

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Ashok Sharma

President
SAR Business Solutions

*

RDS Chhatwal

VP-HR
Lloyd Insulations (India)
Ltd.

Kiran Singh

GM corporate-HR
Mother Dairy
Fruit and
Vegetable Private Ltd.

*

Dalbir Singh

Senior Director
Talent Aquisition
Expedia



DEPARTMENT OF SOCIAL WORK, JAMIA MILLIA ISLAMIA

JOB DESCRIPTION FORM

FINAL PLACEMENTS 2017-19

[ACADEMIC YEAR 2018-19]

JOB DESCRIPTION FORM

Name of the Company				
Address				
		Pin:		
Website				
Contact Details				
	Primary Contact	HR Head		
Contact Person				
E-Mail Address				
Telephone				
Mobile				
Fax				
Job Details				
Job Designation Offered				
Job Description				
Location				
No. of Vacancies				
Details of Bond, if any				
Medical Requirements, if any				
Preferred Candidate Profile				
Any other Details				
Salary Details* (In lakhs per annum)				
CTC	Gross	Basic	HRA	Others
Selection Process				
CV Short listing (Y/N)				
Written Test (Y/N)				
Group Discussion (Y/N)				
Personal Interview (Y/N)				
Any Other Process				

CONNECT WITH US



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