

## **Divya Sharma**

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C-14 CCS University Campus

Meerut-250004

Tel. +91 9897664441

### **Current Experience**

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#### **SCRIET, CCS UNIVERSITY**

Assistant Professor

March 2011 ~ Present

#### **Job Responsibilities**

- Organising and delivering classroom lectures to students on
  - a) Industrial Management
  - b) Managerial Economics
  - c) Agriculture Business Management
  - d) Agriculture Economics & Farm Management
  - e) Human Values
  - f) Entrepreneurship Development and Business Management.
- Evaluate, monitor and mentor student academic progress.
- Create, innovate and implement career-enhancement programs and activities.
- .Manage and support all the teaching assistants.
- Serve and support functional activities of departmental committees.

### **Previous Experience**

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#### **HDFC Bank**

**Assistant Manager**

September 2007 ~ March 2011

#### **Job Responsibilities**

- Handling FCY Transactions.
- Preparation of EOD (end of day) report.
- Reporting of LTR & TOD.
- Checking of Temporary Overdraft.
- Handling suspense accounts.
- Handling Cash Transactions and Customer Service
- Cross selling of FD, Credit Cards, Demat Account, SIP (Systematic Investment Plan).
- Handling check queries, Debit Pins, Welcome kits on Welcome Desk

## **Research Work**

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- Perusing PhD in Economics from CCS University
- 3 Journals published in international inventive multidisciplinary journal.

## **Professional Qualification**

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**MIBM (Master of International Business Management)** from C.C.S. University, Meerut with securing 78.2 % in 2007 (**Topper 2007 batch**)

## **Academic Qualification**

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- MA, Economics from CCS University in 2015
- B.Sc. from CCS University in 2004.
- 12th grade from U.P.Board in 2001.
- 10th grade from U.P.Board in 1999.

## **Technical Skills**

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Microsoft Access, Excel, Word, Power point and Outlook.

## **Professional and Personal Achievements**

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- Attended seminars on International Marketing and Organizational Behavior.
- Participated in academic debates and extempore.
- Achieved Service Excellence Award on Zonal level in March 2008.
- Awarded in Inter School Dance competition.

## **Strengths**

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- Strong communication skills.
- Able to handle work pressure.
- Takes initiative.
- Fast learner.

## **Papers Published/Presented**

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- Published a paper entitled "Goods and Service Tax In India: Problems and Prospects" in IIMJ publication in year 2017.
- Published a paper entitled "SWOT Analysis of IRFC & Railtel-A Study of Indian Railways" in IIMJ publication in year 2017.
- Published a paper entitled "Performance & Efficiency of Indian Railways Finance Corporation" in IIMJ publication in year 2017.
- Published a paper entitled "Problems & Solutions Faced by Indian Railways" in IIMJ publication in year 2017.

- Published a paper entitled “An Assessment of Financial Literacy and Digitalization in India”.
- Attended a national seminar on “Crime Against Women” in Nov 2015 at CCS University Meerut.
- Attended a seminar on “Digital India” at IBS department CCS University Meerut

### **Personal Details**

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Date of birth : 13 Dec 1984  
Marital status : Married  
Nationality : Indian  
Hobbies : Interacting with people and Poetry Writing  
Languages known : English, Hindi,

### **Declaration**

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I assert you that all the information furnished above are all true to the best of my knowledge.

**Divya Sharma**