

**KRUTIKA.P. SOLANKI****Mobile:** +91 9920397165 / 9324146737**E-mail:**[solanki.krutika30@gmail.com](mailto:solanki.krutika30@gmail.com)**OBJECTIVE**

Seeking to commence a career with an organization of repute, which would provide me with opportunities to learn, grow and apply my skills to the best of my ability.

An **effective communicator** with excellent relationship building and interpersonal skills.

**EDUCATIONAL QUALIFICATION**

YEAR	DEGREE	INSTITUTE	CLASS
2013	M.M.S (HR)	Jankidevi Bajaj Institute of Management Studies.	First Class
2011	B.Sc.	RamnariaRuia CollegeMatunga	Second Class
2008	Diploma in pharmacy	P.V.P SNTD College	Second Class
2006	H.S.C.	Social service Jr college	Second Class
2004	S.S.C.	Cardinal Gracias High School	Second Class

**WORK EXPERIENCE****Teaching Experience – 10 years****Organisation: Ramanand Arya D.A.V College Bhandup Mumbai.**

Period : Oct '20 – May '22

Position: Assistant Professor

## Job handle

- Online& offline lectures
- Examination committee
- Arranged Webinar for students
- IQAC Criteria committee members
- Refreshments course for teachers organizing team.
- Presentation of proposed syllabus to BOS committee for BMS
- Annual day organizing team.
- Coordinating with professor and staffs
- Conducting and arrangements of meetings
- Problem Solving of students
- Examinations conducting arrangements

- Examination Result preparation
- Conference and lecturers arrangements

**Organization: Wilson College**

Period : June '15 – April '19

Position: HR/Admin Executive cum Assistant Professor

Job handle

- Attendance
- Orientation and Induction
- Training and performance management
- Compensation Housekeeping management and attendance
- Administration work
- Organizing and storing official records
- Coordinating with professor and staffs
- Database management
- Conducting and arrangements of meetings
- Placements management.
- Problem Solving of staff, management and students
- Examinations conducted arrangements
- Result preparation
- Conference and lecturers arrangements

**Organization : Maths simplified**

**Period :** June '16 – May '18

Position : Marketing & Sales Executive

Job handle

- Handling inquiry Regarding course Content
- Promoting Course products
- Problem Solving
- Using different channels Marketing
- Computerizing data
- Feedback Analysis
- Promoting Courses Scopes
- Arrange meeting and demo lectures of courses in school and Colleges

### **Organization :**

1. Lilavati Hospital & Shree medico (Apr' 08 – Jun' 08 , Apr'09- Jun' 09)
2. Saifee Hospital Trust (Apr' 10- Sep '10)
3. Real Chemist (Sep' 2012 – Jun' 2013)
4. Aashra Medical. ( June' 2013- Oct' 2013)

### **Position : Pharmacist**

### **Job Description**

- Dispensing Prescribed medication to patients.
- Provide information of drugs dosage to patients
- Explain safety and effective way of medicine usage.
- Stock checking System wise as well as physical presences.
- Checking mfg date and expiry date of drugs.
- Keeping Stock check for narcotics drugs.
- Time Management
- Inventory Management

<b><u>Colleges</u></b>	<b><u>Period</u></b>	<b><u>Subjects</u></b>
<b>Ramanand Arya D. A. V College Stream - Management</b>	<b>Oct' 20 – Still date</b>	<ul style="list-style-type: none"><li>• Business Communication I</li><li>• Business Communication II</li><li>• Advertising</li><li>• E-commerce and Digital Marketing</li><li>• Business Planning And Entrepreneurial Management</li><li>• Business Ethics And Corporate Governance</li><li>• Retail Management</li><li>• Corporate Communication and PR</li><li>• Introduction to Management</li></ul>

		<ul style="list-style-type: none"> <li>• Environmental Studies</li> <li>• Ethics and Governance</li> <li>• Human Resource Accounting and Auditing.</li> </ul>
<b>IISM College</b> <b><u>FYBSM</u></b>	<b>Dec'18 – Mar' 19</b>	<ul style="list-style-type: none"> <li>• Foundation course in Physical Education II</li> </ul>
<b>SIES College</b> <b><u>BMS</u></b>	<b>June'18 – Mar ' 19</b>	<ul style="list-style-type: none"> <li>• Environmental management (FC-III)</li> <li>• Foundation course – I &amp; II</li> <li>• Ethics and governance</li> </ul>
<b>St. Francis Institute of Management and Research</b> <b>PGDM</b>	<b>Dec '18– Mar ' 19</b>	<ul style="list-style-type: none"> <li>• Human resource planning and audit.</li> <li>• Learning &amp; development</li> </ul>
<b>Guru Nanak College</b> <b>BMS</b>	<b>June'17- Mar'18</b>	<ul style="list-style-type: none"> <li>• Product innovation management</li> <li>• Foundation of Human Skills</li> <li>• Communication skills</li> <li>• Corporate communication and public relations</li> <li>• HRM Global perspective</li> </ul>
<b>Wilson College</b> <b>BMS</b>	<b>June'15- Apr' 17</b>	<ul style="list-style-type: none"> <li>• Recruitment and selection</li> <li>• Change Management</li> <li>• Business Planning and Entrepreneurship Management</li> <li>• Industrial Relation</li> <li>• Strategic HRM Policies &amp; Procedures</li> <li>• Strategic Management</li> <li>• Foundation of Human skills</li> <li>• Foundation course-I &amp; II</li> <li>• Organizational development</li> <li>• Brand Management</li> </ul>

		<ul style="list-style-type: none"> <li>• Integrated Marketing Communication and Advertising</li> <li>• Industrial law</li> <li>• Principles of Management</li> </ul>
<b>K P B Hinduja College of Commerce MBA (YASHWANTRAO UNIVERSITY)</b>	<b>June'14- Apr'17</b>	<ul style="list-style-type: none"> <li>• Business Ethics and cooperate governances</li> <li>• Business communication</li> <li>• Management process and organizational Behaviors</li> </ul>
<b>Bhavan'sHazarimalSoman BMS</b>	<b>June'14- Apr'17</b>	<ul style="list-style-type: none"> <li>• Organizational Behavior and HRM</li> <li>• Effective communication</li> <li>• Commercial Environment</li> <li>• Foundation course- I</li> <li>• Environment Management</li> <li>• Entrepreneurship &amp; management of small and medium enterprises</li> <li>• Brand Management</li> </ul>
<b>Jankidevi Bajaj Institute of Management Studies MMS</b>	<b>June'13-Mar'15</b>	<ul style="list-style-type: none"> <li>• Business Ethics</li> <li>• Organization behavior</li> <li>• Rural Marketing</li> <li>• HRP</li> <li>• Strategic Management</li> <li>• T&amp;D</li> <li>• Industrial Relation.</li> </ul>

## HR TRAINING

**Organization:** Saifee Hospital Trust, Mumbai

**Period :** (MAY'12-JUNE'12)(8 weeks)

**Objective and Scope – HR TRAINEE**

**Job Description**

### **1. Evaluation mechanism for training and development.**

(Quality Performance Feedback reaction, learning, behaviour, results).

- Essence - Personal Awareness, Personal Effectiveness, Communication Effectiveness
- Enrich - Communication effectiveness & relationship building, Grooming & Business Etiquette, Personal Development, Customer Service & Handling Different Situation.

### **2. Grievance handling procedure**

### **3. Time motion study and comparison analysis.**

- Time and motion study have to be used together in order to achieve rational and reasonable results

### **4. HR related work**

- Recruitment
- Prepared database of hospital paramedical staff
- Attendance of employees.
- Days and salary of monogynies hospitality.

## **PROJECT UNDERTAKEN**

1. MMS Year long project on – **Analysis of Effectiveness of Training and Development**
2. Business Ethics project on – **Purchasing and Supply Management**
3. Internship as HR Trainee Project on -**Training and Development.**
4. **Industrial Relation** Project on- **ESI HOSPITAL**
5. TYBsc Project on- **Plastic Recycling.**

## **POSITIONS HELD & PARTICIPATION**

### **Participation:**

1. Participate in “Pharmacist ~ Assisting in combating stress”.
2. **Certificate of “ESSENCE” Personality development and soft skills Training.**
3. **Won 1<sup>st</sup> prize in “BOX CRICKET”** from Allana institute of management studies.
4. Participate in ‘**BMS SYLLABUS Revision workshop**’ held in **SIES College.**

5. Participate in “**Faculty development program**” organized by **Lala Lajpatrai Institute of Management**.

6. Participation in “**A special meeting of Board of Studies in Foundation Course**” (**Faculty of Commerce and Self Financing Courses**)

7. **University of Mumbai** Appointed Board of Studies Member for Human Resource “**Organizational Development**” Subject, stream **BACHELOR OF MANAGEMENT STUDIES (BMS)**

8. Participation IQAC webinar on “**Transaction Analysis for Effective Mentoring**” conducted by Ramanand Arya D.A.V. College

9. Participation in State level Online Work shopon “**Importance of Intellectual Property Right (IPR)** held on 23/4/2022.

#### **LANGUAGES KNOWN**

English, Hindi, Marathi, Gujarati

#### **ADDITIONAL INFORMATION**

1. **Technical skills** include software applications like **Microsoft Office**
2. Workshop on marketing strategies by Biziga
3. Seminar on “**Envisioning Emerging Economies**” & “**Nirmiti**”.

#### **PERSONAL INFORMATION**

- Nationality: Indian
- Sex: Female
- Date of Birth: 30 May 1987
- Marital Status: Single

**Hobbies** - Dancing, reading Spiritual books

**PLACE** -Mumbai

**DATE:** \_/\_/\_

**(KRUTIKA .P. SOLANKI)**