

**Rahat Naaz**

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**To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.**

### PROFESSIONAL PROFILE

- Software Knowledge: Microsoft Office 2007 & 2010, Elementary knowledge of JAVA and other regular tools.
- A good negotiator and communicator with good resource management, organizational and team management abilities.
- Excellent interpersonal skills.
- Ability in clarifying the doubts.

### ACADEMIC CREDENTIALS

**2021: Doctor of Philosophy** in Applied economics (pursuing)

University Of Lucknow

**2019: NET Qualified** in Management.

**2015-2017: Masters of Business Administration in Human Resource and Finance**

Institute of Cooperative and Corporate, Management, Research and Training (ICCMRT), Lucknow, UP.

**Dr. A.P.J. Abdul Kalam Technical University, Lucknow, UP with 69.12%**

**2011-2014: Bachelor of Business Administration (International Business)**

Sri Jai Narain Post Graduate College, Lucknow, UP.

**Lucknow University with 69.00%**

**2011: Class XII** (ISC Board) with **68.00%**

**2009: Class X** (ICSC Board) with **59.00%**

### PROFESSIONAL CAREER SUMMARY

Period of Service		Name	Designation	Workplace
From	Till			
01 <sup>st</sup> , Aug, 2017	20 <sup>th</sup> , Feb 2020	Azad Degree College	LECTURER	LUCKNOW
21 <sup>st</sup> , Feb 2020	Present	ICCMRT, LUCKNOW	ASSISTANT PROFESSOR	LUCKNOW

**Total Experience:** 6 Years

### Job Profile

- Delivering Lectures to the students of BBA and MBA in College.
- Preparation of Model Papers, Lectures Notes of different Subjects for BBA and MBA Students.
- Preparation of Internal Exam Question papers of subjects

## POSITIONS OF RESPONSIBILITY

- Convener in Alumni Management Committee of ICCMRT, Lucknow
- Handled the responsibility of **Cultural Head** of **Azad Degree College, Lucknow**
- **Coordinator** of National Seminar organized by **Ajim Premji University, Bangalore.**
- **Created** the list of **10,000 Active Voters** in excel with their information for the **Election Campaign** at Graduation level.
- **Coordinator** of National Seminar organized by the JNPG College.

## INTERNSHIPS & PROJECTS AT

- **HDFC Lucknow**
  - 6 week project training in 24 June-2016 to 9 August- 2016 in Retail banking.
  - **Completed a project on “Digital Banking”.**
- **Hindustan Samachar Feature Sewa Limited, Lucknow Division**
  - 4 weeks vocational training in June – 2013.
  - Used to write **Press Release.**
  - Created an official page on **Facebook**
  - Observed the functioning of the various sections of the agency.

## CO-CURRICULAR & EXTRA-

- Won **First Prize** in ‘**Carom**’ at **Indian Institute of Management (IIM), Lucknow.**
- Won **First Prize** in ‘**Carom**’ at ‘**Jaipuria**’ College, Lucknow
- Created several presentations in **Power Point** during the Seminar in the College
  - Role of youth in Modern Society
  - Mode and types of Business Communication

## PUBLICATIONS

- “HRM Practices And Psychological Well Being: A Comprehensive Study Of HRM Practices Which Directly And Indirectly Affect The Mental Health Of The Employees.” Chapter in HRM AND MENTAL HEALTH- A PSYCHOLOGICAL ASPECT, Edited By: Sandeep Poddar, Biswabandita Kar, Sasmita Samanta and Amiya Bhaumik. Published By: Lincoln Research And Publishing Limited, Australia In Collaboration With Lincoln University College Malaysia. ISBN NO. **978-0-6488798-3-1**

## INTERESTS

- Playing Carom, Net surfing, writing diary and listening music.

## PERSONAL INFORMATION

**Father's Name** : Mr. Mohammad Rais Siddiqi  
**Date of Birth** : 25<sup>th</sup> September, 1992  
**Gender** : Female  
**Marital Status** : Unmarried  
**Nationality** : Indian  
**Languages Known** : Hindi, English

## DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Rahat Naaz**