



AUGUST 15, 2021

CURRICULUM VITAE
PROFESSIONAL PROFILE

@ Where passion meets purpose





SHRUTI SHARMA

CONTACT DETAILS

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PERSONAL DETAILS

Resident:

India

Citizen:

India

Mother's Name:

Ms. Meenakshi Sharma

Father's name:

Prof. M K Sharma

PROFILE

Academician who strongly believe that gradual and steady reforms in society through education is the purpose of academia. An enthusiast always looking to take up new challenges to upscale learning & new opportunities to handle a responsible role in a dynamic organization in order to enhance community growth. A team player for administrative work and a dedicated individual for scholarly work.

A legal consultant who professes ADR as the most viable option and CSR as the most sustainable part of corporate governance.

An academic counselor who encourages students to pursue their passion by making right choices and make a difference in the society in their unique way.

STATEMENT

Education is a continuous process of learning and unlearning of skills and knowledge. The vocation should provide a mutually enriching experience for self and the others. A dedicated professional with 12+ years of experience in law, having a keen eye towards detailing, zero error and purposeful work. Short-term objective is to marry law with innovation and technology to keep pace with Industry 5.0

PROFESSIONAL TRAITS

Strong Interpersonal skills
Strict work ethics
Time Management
Active Listener
Effective Communication
Critical Thinking
Zero conflict work culture
Innovative to mundane practices

PROFESSIONAL EXPERIENCE

[IILM UNIVERSITY | Associate Professor]

[May 2019 – July 2021]

[POSITIONS & RESPONSIBILITIES |

Academic | Corporate Laws to PG & UG

Program | Ph. d (coursework), LLM, MBA, BALLB(H), BBALLB (H), and BBA
Modules | Research Methods & Copyright, Corporate Governance, Competition Laws, Contract Law, Company Law, Business Law, Ethics & Social Responsibility, Mercantile Law.

Administrative | Acting Dean (July 2020-February 2021)

Role | 1. Take all decisions in the best interest of the school and its pupil

2. Conducted UGC & BCI inspection on February 2021

3. Applied for BCI extension due on December 2020

4. Launched PG in Law in July 2020, Preparations and execution

5. Co-ordination of UG Program all batches and all programs

6. Proposal for integrated B tech Law (H) for next batch

7. laying strategy for Admissions

8. All coordination work for the school (with other schools and departments, examination)

9. Represented school at all meetings (internal or Board), Have attended all Board meeting till date, BOM; BOS; AC, etc. and got all the agendas of the meetings executed

10. Collaborations and Liaoning for Internships

11. Member IQAC, (for university accreditations)

12. Member IIC (IP Member)

13. Assisted the then, DEAN Dr. Deepak Anand, in establishing Law School at IILM University

14. All Documentation

15. Infrastructural requirements

[BBD UNIVERSITY | Assistant Professor]

[December 2017 – April 2019]

[POSITIONS & RESPONSIBILITIES |

Academic | Corporate Laws to PG & UG

Program | Ph. d (coursework), LLM, BALLB(H), BBALLB (H)

Modules | International Trade law, Competition Laws, Contract Law, Company Law,

Administrative |

Role | 1. Examination Convenor for UG Program.

PROFESSIONAL SKILLS

Adapted to Hybrid teaching
Ease with LMS
Proficient in MS Office
Fluent in 2 Languages

2. Program Coordination for the Batch 2015
3. Convenor Accreditation & Library Committee

[ALLAHABAD UNIVERSITY | Assistant Professor]

[July 2017 – December 2017]

[POSITIONS & RESPONSIBILITIES |

Academic |

Program | BA LLB

Modules | Competition Laws, Family Law

Administrative |

Role | Examination Coordination for the UG Program.

Convenor Legal Aid Literacy Program year 2017

[AMITY UNIVERSITY | Assistant Professor]

[July 2009 – May 2010]

[POSITIONS & RESPONSIBILITIES |

Academic |

Program | BA LLB & BBA LLB

Modules | Contract Law

Administrative |

Role | Examination Co-convenor for the UG Program.

[Sahara India | Assistant Manager]

[May 2010 – December 2011]

[POSITIONS & RESPONSIBILITIES | HR, Legal]

Case Preparation & Filing |

Cases | Termination, Suspension, Retiring Benefits (Gratuity, PF, etc.)

Provisions | Industrial Dispute Act, Payment of Gratuity Act, Minimum Wages Act, etc.

Administrative |

Role | Supervise and manage the HR legal Team

| Lay Policy and regulations for HR

[HIGH COURT | Counsel]

[July 2005 – August 2007, 2011- 2016]

[POSITIONS & RESPONSIBILITIES |

Case Preparation & Filing |

Cases | Termination, Suspension, Retiring Benefits (Gratuity, PF, etc.)

Provisions | Industrial Dispute Act, Payment of Gratuity Act, Minimum Wages Act, etc.

PERSONAL INTEREST

1. My bit towards environment
2. Community connect for social causes
3. Internet surfing to keep updated
4. Research
5. Reading for self-wisdom
6. Knowing our rich Culture
7. Painting & Craft

EDUCATIONAL QUALIFICATION

[Ph. D]

[2012 – 2016]

[Awarded in Law with multidisciplinary aspects of socio-economic and political aspects of gender justice.]

[LLM (2-year specialization in Business Law)]

[2007 – 2009]

[Secured 4th position in the entire batch of PG program of Faculty of Law, Lucknow University]

[LLB (3 year)]

[2002 - 2005]

[Gold Medalist and highest scorer in the entire batch of UG program of Faculty of Law, Lucknow University]

[BCom (3 year)]

[1999 – 2002]

[Highest scorer in Quantitative Techniques and Income Tax Laws & Accounts in the entire batch of UG program of Faculty of Commerce, Lucknow University]

[10+2 (UP Board)]

[1997-1999]

[Have made my own bunch of subjects and took a new combination and was the only student studying the combination. Always believed in the school of Liberal Education]

[10 (ICSE Board)]

[1996-1997]

[Have been the highest scorer in computer science in the entire batch]

REFERENCES

Can be provided on request.