

# Savita

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## PROFESSIONAL SUMMARY

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Student-centered Professor with expertise in professional and career enhancement methods. Offers more than 10 years of background supporting students, developing instructional plans, and organizing and grading exams and tests. Commended for sustaining an effective learning environment through prepared classes and relevant assignments and consistently achieving classroom management and academic goals.

## SKILLS & PROFICIENCIES

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- Group Discussion Facilitation
- Course Optimization
- Training Program Design
- Virtual Learning Management
- Job Skill Building
- Video Conferencing
- Event Planning and Implementation Effective
- Communication Skills- Verbal, Writing, and design

## VOLUNTEER WORK

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### Event Organizer

Lovely Professional University

Organized Public speaking events- Aug 2020-April 2022

### Club Coordinator- Club

Catalyst Lovely Professional

University Aug 2016- April 2020

## CERTIFICATES

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- Enhancing Efficiency and Effectiveness of Academic and Administrative Staff through Personal Conduct- Dec 2022
- Communication Strategies in Virtual Age- July 2020
- Excel Skills for Business Essentials- July 2020
- Write Business Email in English- July 2020
- Embracing Change- Jun 2020

## WORK HISTORY

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Lovely Professional University

**Assistant Professor-** Center for Professional Enhancement  
January 2013 to Present

- Developed Interpersonal and interpreting skills. Conducted
- dynamic communication workshops and added an effective strategy for the virtual age.
- Identified training needs and planned classes accordingly.
- Created and oversaw Staff training programs for academics.
- Demonstrated Interview Preparation and presentation skills.
- Arranged special Group Discussion and Personal Interview preparation Sessions
- Provided Virtual Communication Etiquette based workshops and sessions
- Conducted Workshops for Public speaking, building confidence, and the Art of Thinking.
- Developed and implemented updating training programs for teachers to enhance their way of interacting with students.

**Admission Counsellor-** Division of Admission

May 2015 to July 2021

- Dedicated to ensuring all students are provided with the necessary facilities to accomplish academic goals.
- Handling admissions and other administrative tasks.
- Successfully found and recruited potential students for academic programs.

**Administrative Assistant-** Center for Professional Enhancement- July 2019- April 2020

- Completed various clerical tasks and offered staff support.
- Compiled all the data for Club reports analyzing the outcome of extra-curricular activities

## EDUCATIONAL BACKGROUND

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University Punjab Technical University, Jalandhar

**Master's Degree in Business Administration-2011**

Major in Finance and Minor in HR

Kurukshetra University, Kurukshetra

**Bachelor's Degree in Arts,**

Major in Math and Economics- 2008