


# Curriculum-Vitae

<p><b>Ashish Kumar Rohit</b>  <b>Assistant Registrar</b>  <b>SAM Global University</b>          Gram Agariya Chopra, Bilkhiriya, Raisen M.P. 462022          Mobile No. 9993891716, 8819995348          Email id: <a href="mailto:ashsihrohit619@gmail.com">ashsihrohit619@gmail.com</a>, <a href="mailto:ashishrohit619@outlook.com">ashishrohit619@outlook.com</a></p>		
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>❖ <b>NRI Institute of Information Science &amp; Technology, Bhopal</b> MBA, (HR/ Finance) 69.3 % 2022</li> </ul>	
	<ul style="list-style-type: none"> <li>❖ <b>Rabindranath Tagore University, Raisen</b> BBA (Management), 77.90%, 2019</li> </ul>	
	<ul style="list-style-type: none"> <li>❖ <b>Government Boys Higher Secondary School, Mandideep</b> 12th Board, 58%, 2016</li> </ul>	
	<ul style="list-style-type: none"> <li>❖ <b>Deep Vidya Niketan Higher Secondary School, Mandideep</b> 10th Board, 62%, 2014</li> </ul>	
<b>Total Experience</b> <b>5 Years</b>	<b>Industrial: - 2 Years</b> <b>Administrative: - 3 Year, 6 Months</b>	
<b>Administrative Experience</b>	<ul style="list-style-type: none"> <li>❖ <b>Organization: - SAM Global University, Raisen</b></li> <li>❖ <b>From: - 10 July, 2019 to Till Now.</b></li> <li>❖ <b>Department: - Administration (Registrar Office)</b></li> <li>❖ <b>Designation: Assistant Registrar</b></li> <li>❖ <b>Role &amp; Responsibilities: -</b> <ol style="list-style-type: none"> <li>1. To look after General Administration in the office of the Registrar.</li> <li>2. Receiving and dispatching the note sheets in the Section. Patiently reading and understanding the subject and put up to the registrar with his comments and observations as per the policies, ordinances and statutes of SGU.</li> <li>3. Preparation of agenda of Statutory Meetings, seeking the approval of agenda and sending the Invitations to the members after the finalization of Date of Meeting.</li> <li>4. Remain present in the meeting, noting down the minutes, preparation of MoM, getting approved by register and circulating amongst the members of the respective committee.</li> <li>5. Drafting the letters of official correspondence to be made through the registrar office.</li> <li>6. Circulating the notices issued by the registrar office to the SGU staff and keeping the copy of the same in the Archive.</li> <li>7. Maintaining the office files with responsibility.</li> <li>8. Coordinating the submission of all data to MPPURC and other Regulatory agencies.</li> <li>9. Monitoring of Supporting Staff, Passing Duty and follow up for the same.</li> <li>10. Any other work assigned by the Registrar from time to time.</li> </ol> </li> </ul>	

<b>Industrial Experience</b>	<ul style="list-style-type: none"> <li>❖ <b>NovaZing Pharma Pvt. Limited, Mandideep</b> Store In charge Liquid Section, July 2018 to March 2019. <b>Role:</b> Provide all Necessary Items for preparing Oral Solution.</li> </ul>
	<ul style="list-style-type: none"> <li>❖ <b>Parle Agro Private Limited, Mandideep</b> <b>Tetra Operator</b>, June 2017 - July 2018 <b>Role:</b> Manage Packing Line, Tetra Pak Machinery, Maintain Packing Line etc.</li> </ul>
<b>Industrial Exposure</b>	<ol style="list-style-type: none"> <li>1. BHEL (Bharat Heavy Electricity Limited) visited on 5 May 2016 this industrial visit was conducted by NCC, 2 MP AIR SQN. Bhopal.</li> <li>2. Ananya Packing Private Limited visited on 15 March 2018 from the Department of Management, RNTU.</li> <li>3. INOX Air Product Private Limited visited on 19 February 2019 organized by T &amp; P Department, RNTU.</li> </ol>
<b>Internship Training</b>	<ul style="list-style-type: none"> <li>❖ <b>Organization:</b> - Magnum MSD Services Private Limited, Bhopal</li> <li>❖ <b>Training Period:</b> - 45 Days (From 1 March to 27 April, 2019)</li> <li>❖ <b>Department:</b> - HR Department (Administration)</li> <li>❖ <b>Roles &amp; Responsibilities:</b> - <ol style="list-style-type: none"> <li>1. Design compensation and benefits packages.</li> <li>2. Implement performance review procedures (e.g. quarterly/annual and 360° evaluations).</li> <li>3. Develop fair HR policies and ensure employees understand and comply with them</li> <li>4. Implement effective sourcing, screening and interviewing techniques.</li> <li>5. Assess training needs and coordinate learning and development initiatives for all employees.</li> <li>6. Monitor the HR department's budget.</li> <li>7. Act as the point of contact regarding labor legislation issues</li> <li>8. Manage employees' grievances.</li> <li>9. Create and run referral bonus programs.</li> <li>10. Review current HR technology and recommend more effective software (including HRIS and ATS).</li> <li>11. Measure employee retention and turnover rates.</li> <li>12. Oversee daily operations of the HR department.</li> </ol> </li> </ul>
<b>Skills</b>	<ol style="list-style-type: none"> <li>1. Proficient in MS Office: Word, Excel, PowerPoint</li> <li>2. Typing Hindi 25 WPM &amp; English 30 WPM.</li> <li>3. Training Certificate in Digital Marketing.</li> <li>4. NSDC (PMKVY) Certified Diploma in Retail Sales Associate.</li> <li>5. Knowledge of Adonoi, ERP Software.</li> <li>6. Knowledge of IT System Administration.</li> <li>7. NDLM (National Digital Literacy Mission) Diploma in Desktop Publishing</li> <li>8. Knowledge about Educational all Educational Related Portal like <b>AICTE, AISHE, NSP 2.0, MP Scholarship 2.0</b> Fill Format in Government regulated portals in DCF Format.</li> </ol>
<b>Project Details</b>	<p><b><u>Unnat Bharat Abhiyan 2.0</u></b> The Mission of Unnat Bharat Abhiyan is to enable higher educational institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. It also aims to create a virtuous cycle</p>

	<p>between society and an inclusive academic system by providing knowledge and practices for emerging professions and to upgrade the capabilities of both the public and the private sectors in responding to the development needs of rural India.</p> <p>✓ <b>Period: 10 June - 30 August 2018</b>  ✓ <b>Team Size: 4</b>  ✓ <b>Roles: Data Compiler &amp; Survey Analyst</b>  Analyze Data, Present Data, Interpret Data</p>
<b>Achievement/ Awards</b>	<p>➤ Secure 1st position in "Best Case Writing" competition during March 9th - 10th, 2017</p> <p>➤ Present Case Study in International Conference "Changing Management Perspective for Global Competitiveness on 31 March &amp; 1 April, 2017.</p> <p>➤ Attend Republic Day &amp; Independence Day Parade 2017 - 2018 at LPG, Motilal Nehru Stadium, Bhopal  Attend All India National Coastal Trekking Camp, NCC at Puri, Orissa on 6 - 17 January, 2019 Attend 10 CATC, 2 IGC, &amp; 4 Decade Camp of RDC.</p>
<b>Field of Interest</b>	<p>✓ Indian Defense</p> <p>✓ Computers Science &amp; Information Technology</p> <p>✓ Internet of Things &amp; Artificial Intelligence</p>
<b>Curricular Activities</b>	<p>➤ NCC (National Cadet Crop), NSS (National Service Scheme)</p> <p>➤ Volunteer &amp; Member of BMA (Bhopal Management Association)</p> <p>➤ Volunteer at SAC (Student Activity Council) RNTU</p>
<b>Strength</b>	<p>✓ Time Punctual</p> <p>✓ Quick Learner</p> <p>✓ Hardworking</p> <p>✓ Dedicated to Work</p> <p>✓ Disciplined</p>
<b>Hobbies</b>	<p>✓ Watching Action, Adventure, Horror, Sci-Fi Movies</p> <p>✓ Playing Volleyball &amp; Cricket</p> <p>✓ Traveling for Tracking Adventure Running, Bicycling</p>
<b>Personal Details</b>	<p><b>Date of Birth:</b> - 19/06/1999  <b>Father's Name:</b> - Mr. Radhelal Rohit  <b>Marital Status:</b> - Unmarried  <b>Linguistic Abilities:</b> - Hindi &amp; English  <b>Permanent Address:</b> - H. No. 184, Ward No. 14, Rahul Nagar Mandideep, District- Raisen, M.P. 462046</p>
<b>Declaration</b>	I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Date:**

**Place:**

**(Ashish Kumar Rohit)**