



# RAJNI SHARMA

**MANGEMENT PROFESSIONAL**



**Phone:** +91.9627656599

**Email :** sharmarajnikrishika@gmail.com

## PROFILE

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A highly passionate and motivated professional having experience of 15 years in different industries mainly in Banking and Academics with exposure in different areas like Branch operations, KYC,AML ,Insurance, Sales & Marketing, Training and Coaching

## EDUCATION

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### **Class 10 PSEB**

Adarsh Model School,Sangrur  
Sangrur, Punjab

Matriculated, April 1997

### **High School PSEB**

PMN College Rajpura  
Rajpura, Punjab

Completed, April 1999

### **Bachelor of Commerce Punjabi University RAJPURA**

PMN college,Rajpura

Completed, April 2002

### **Master of Business Administration, FINANCE/HR**

RIMT Engg College Mandi Gobindgarh PTU  
Gobindgarh, Punjab

Completed, April 2006

**Currently Pursing PHD from TMU Mordabad UP**

## WORK EXPERIENCE

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January 2006 - August 2006

### Relationship Manager

**IndiaBulls Security ,  
Patiala, Punjab**

- Build and improve relationships with customers, key suppliers, and partners.
- Review company practices to ensure clients get maximum satisfaction from their purchases.
- Attend to client complaints and resolve issues.

August 2006 - March 2006

### Assistant Manager

**KOTAK MAHINDRA BANK LTD  
Rajpura, Punjab**

- To oversees all transaction reports and ensure that a high degree of accuracy is maintained by the bank.
- To work to ensure that procedures related to cash on hand totals, armored car pickups, facility maintenance, and other subjects are handled properly.

April 2007 - August 2009

### Assistant Manager

**Axis Bank  
Rajpura,Punjab**

- Support bank manager to lead sales and service teams for exceeding customer satisfaction.
- Build relationships with bank customers by satisfying their needs through sales of financial services.
- Responsible for routine operations and ensuring quality standards of the bank.
- Handle general branch banking duties.

November 2009 - December 2011

### Assistant Professor – Accounts & Finance

**Chitkara University  
Rajpura, Punjab**

- Assisting with various departmental duties and providing academic support to Professors.
- Conduct research and publish papers in academic journals.
- Represent the university at conferences and deliver presentations when necessary.
- Teach and supervise undergraduate and graduate students.

August 2013 - October 2020

### Associate Professor – Accounts & Finance

**GRD-IMT college Dehradun, Uttarakhand**

- Handling department work.
- Conduct research and publish papers in academic journals.
- Represent the university at conferences and deliver presentations when necessary.

- Teach and supervise undergraduate and graduate students

November 2020 - Current

## Faculty cum Trainer

### Indian Cooperative Management College

- Providing training to various cooperative employees and defense employees.
- Teaching undergraduate and graduate students
- Mentoring students for desired performance

## INTERNSHIP

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May 2004 – June 2005

### Management Trainee

BHEL, Haridwar

## TRAINING AND CERTIFICATIONS

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- Retail Banking and Operations, Axis Bank Head office New Delhi, 2007
- Financial Planning and Investment , Kotak Bank Ltd, 2006

## CAREER HIGHLIGHTS

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- *University Rank Holder in Masters of Business Administration from Punjab Technical University with major specialization in Finance and minor in Human Resource Management (2002-2004), completed the degree with distinction marks (86%)*
- Received certificates of Best Employee from Retail Liability Head of Axis Bank during job
- Organizing various seminars & Group Discussions in the Campus
- Certificate C Awarded on the basis of Performance from August 1999 to July 2002 in National Service Scheme. Punjabi University Patiala.
- Certificate of Achievement for participating in the National Integration Camp Jan 18-24,2004 at Punjabi University Patiala.

## EXTRA CURRICULAR ACTIVITIES

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- Soft Skill Trainer for Team Building
- Peer Tutoring for Management Subject
- DIY projects Creator for Stress Relieving Activities

## INDUSTRY RESEARCH EXPERIENCE

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- “Social responsibility of business in contemporary context” at “UGC National Seminar on Changing Scenario of Corporate Governance” held on 27th August 2010 organized by Arya College, Ludhiana.
- “Spirituality and Management” for the PCMA-SMS 7th International conference on New Paradigms in Management Theory & Practice held on 4th-5th September 2010 organized by Punjabi Commerce & Management Association, Punjabi University Patiala
- National Conference on E-Banking at Organized by Gian Jyoti Management College Mohali on November 2010
- Paper Published on Types of Advertisement April-June 2010 for journal “Simar Pragati”
- Paper Published on Islamic Banking at SASIIT & R Mohali on April 2011
- Paper on Merger & Acquisitions: Indian Telecommunication Industry at Baba Farid college of Management and Technology Bathinda
- Paper on “Women in Technical Jobs in India” at CBScollege Chandigarh

## SKILLS

Activity Based

IRDA AND AMFI

Management Certification in

COMPUTER SKILLS

SOFT SKILLS

## COMPUTER PROFICIENCY

### Operating Systems

- WINDOWS NT

### Software

- MS OFFICE ●●●●●
- LIB OFFICE ●●●●●
- POWER POINT PRESENTER ●●●●●

## LANGUAGES

- English ●●●●●
- Hindi ●●●●●
- Punjabi ●●●●●
- Garhwali ●●●●●

## INTERESTS

Enthusiastic professional eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. Clear understanding of management core activities. Motivated to learn, grow and excel as an individual. Motivating and positive with excellent interpersonal, coaching, and communication skills

## PERSONAL

**Father's Name:** Mr RP Sharma,

**Marital Status:**

**Birthdate:** 17/10/1982

**Married Nationality:**

**Gender:** Female

**Indian**

**Address:** H.No. 477 Indra nagar  
Dehradun - 248001  
Uttarakhand

## DECLARATION

I, Rajni Sharma, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**Rajni Sharma**

**Dehradun , Uttarakhand**

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