

## Ms. Pooja Kapoor

(Assistant Professor - Human Resources Management)

Dr. D.Y. Patil Pratishthan's

Padmashree Dr. D.Y. Patil Institute of Management Studies,

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### SYNOPSIS

- Result oriented professional with 7.1 years of experience.
- Working with NBA Accredited, AICTE and Pune University approved institute.
- Good command on Human Resource Management subjects.
- Presented a research papers at National conference and International Conferences held at various Management Institutes.
- Carried out an Industry Internship at Human Resource Department of Vertex Software Pvt. Ltd. Pune.
- Participated in various faculty development programs and workshops organized by Indian Institute of Management, Kozhikode and Padmashree Dr. D.Y. Patil Institute of Management Studies, Akurdi.
- Participated in Quality Improvement Program organized on Research Methodology by Indian Institute of Technology Roorkee (Uttarakhand).
- Strong communication, problem solving and inter personal skills with the ability to work in multi cultural environment.

### ACADEMIC CREDENTIALS

Year of Passing	Qualification	Specialization	University/ Board	Percentage
2010	Ph.D (Pursuing)	Human Resources Management	Pune University and Registered with Padmashree Dr. D.Y.Patil Institute of Management Studies, Research Center, Akurdi.	-
2007	M.B.A	Human Resources Management	Pune University	62.35 %
2005	B.B.A	General	Jammu University	70.00 %

## WORK EXPERIENCE

- 1) Since Jan 08 with Dr. D.Y. Patil Pratishthan's  
**Padmashree Dr. D.Y. Patil Institute of Management Studies, Akurdi (Pune)**  
As an Assistant Professor

A reputed AICTE approved and Accredited by National Board of Accreditation management institute and affiliated with University of Pune. Having post graduation course such as MBA.

### Key Responsibilities:

- Teaching Human Resources Management subjects along with Management Fundamentals, Organizational Behavior, Training and Development, Labour Laws, Labour welfare as per syllabus of Pune University for MBA.
- Project guidance to MBA students for summer projects and internships.
- Worked as an Alumni Association Secretary and organized Alumni Meets.
- Worked as a Junior Supervisor in Pune University examination and MH-CET examination.
- Arranged Industrial Visits for the students in manufacturing companies such as Hindustan Unilever Limited, Hindustan Petroleum, Fiemich located at Goa, Forbes Marshall, Volkswagen India, BASF Chemicals, Greaves Cotton Limited.
- Worked as a Cultural Coordinator and have organized Annual Cultural fest "FUSION" for the past three consecutive years.

## RESEARCH PAPERS & SEMINAR

- Research paper presentation on the topic 'HR issues in merger and acquisition' in national conference at Sinhgad Institute of Business Administration and Computer Application, Lonavala in feb'09.
- Research Paper presentation on the topic "Innovative HR Policies" at IBS Ahemdabad in the National Conference HRM in Context of Global Meltdown in July 2009.
- Research Paper presentation on the topic "E-Recruitment Strategies" at AESPGMB Ahemdabad in the HRM National Conference 2010 in January 2010.
- Research Paper presentation on the topic "Indian Work Culture - Is it a challenge for Global Competitiveness" in National Conference held at Padmashree Dr. D.Y.Patil Institute of Management Studies, Pune in March 2010.
- Research Paper presentation on the topic " An Investigation of work life balance in IT industry: an empirical study" in the seminar titled " Successful Business Strategies in the Global Scenario" organized by Neville Wadia of Management & Research in collaboration with University of Pune on February 2011.
- Research Paper presentation in the International Conference on the topic on "Ongoing Research in Management and IT" titled "Role of HR in Service Industry" organized by ASM Group of Institutes on March 2011.

- Research Paper presentation in the National Conference organized on "India as an emerging superpower: sustaining momentum" on the topic "Green HRM" at Padmashree Dr. D.Y.Patil Institute of Management Studies, Pune in March 2011.
- Research Paper presentation in the 2<sup>nd</sup> International Conference on the topic "Recent trends in Business, Management and IT" titled "Need for pre-departure cross culture training" organized by Poona College of Arts, Science & Commerce on 24<sup>th</sup> April 2011.
- Research Paper presentation in the International Research Conference on "Human Resource Redefined" on the topic "Work Life Conflict for Women Professionals working in IT Sector" organized by MIT College of Management on 24<sup>th</sup> & 25<sup>th</sup> August 2012.

#### Faculty Development Programs & Workshops

- Participated in the two days "Pre Ph.D Orientation workshop" organized by Padmashree Dr. D.Y.Patil Institute of Management Studies, Akurdi in September 2009.
- Participated in "Personality Development Workshop" organized by Training and Development Department of Padmashree Dr.D.Y.Patil Institute of Management Studies, Akurdi in January 2010.
- Participated in "Summer In Service Workshop" organized by Training and Development Department of Padmashree Dr.D.Y.Patil Institute of Management Studies, Akurdi in April 2010.
- Participated in "Special Workshop on Research Methodology for Ph.D" organized by Padmashree Dr.D.Y.Patil Institute of Management Studies, Akurdi in May 2010.
- Participated in two days workshop on "Lean Six Sigma" organized by Padmashree Dr.D.Y.Patil Institute of Management Studies, Akurdi in November 2010.
- Participated in "Ethical Leadership Workshop" and outbound training organized by Training and Development Department of Padmashree Dr.D.Y.Patil Institute of Management Studies, Akurdi in January 2011.
- Participated in the HR SUMMIT 2012 on "Do women make better HR Managers?" organized by Indian Institute of Management KOZHIKODE on February 03-04 2012.
- Participated in the Faculty Development Program (FDP) titled "workshop on Data Analysis for Management Research" organized by Indian Institute of Management KOZHIKODE during April 23-27 2012.
- Participated in Quality Improvement Program titled "Research tools, techniques and software applications for Quality Research" organized by Indian Institute of Technology Roorkee (Uttarakhand) during June 03-06 2013.

## Industry Internship

- Carried out an **Industry Internship** on the topic "On-boarding" of New Hires from 23<sup>rd</sup> May 2011 to 3<sup>rd</sup> June 2011 at Human Resource Department of Vertex Software Pvt. Ltd. Pune.

## PERSONAL DETAILS

**Permanent Address** - Ms. Pooja Kapoor  
B- 601, Kundan Estate,  
Near Planet Millennium,  
Pimple Saudagar,  
Pune - 411027

**Date of Birth** - 03<sup>rd</sup> November 1983

**Languages Known** - English, Hindi and Punjabi

**Email** - [kohli247@gmail.com](mailto:kohli247@gmail.com)

**Signature**

  
Ms. Pooja Kapoor