

**DR. SHIVANI RAHEJA**

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### **Summary**

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- Areas of Expertise: CSR, Human Resource Management, Business Strategy, Organizational Behavior, Corporate Governance and Business Ethics, Business Organization and Management.
- On panel of Institute of Company Secretaries of India as an expert.
- Project Director and Innovation Executive Board Member of The Innovation Society, India aiming at larger Social and Economic welfare.
- Associated as a Mentor with Prowisdom Growth, an education management company, focusing on developing social capital.
- Around 12 Years of working experience that includes Corporate and Academia.
- Total of 18 papers published and 4 under publication, which includes Delhi University FYUP foundation course book and M. Com Text Books, e- content, proceedings of many International and National Conferences/ Seminars, UGC Refereed Journals of reputed institutes all over India.
- Played an instrumental role as the Convener in developing syllabus for the papers 'Digital Marketing' and 'Marketing Analytics' and as core group member for designing syllabus for 'Advertising & Consumer Behaviour', 'Marketing Management', 'Dynamics of Ventures'. "New Venture Planning & Implementation", Corporate Governance and Ethics', 'Business policy and Strategy' and 'Organizational Behaviour' as a part of the BBE and BMS curriculum of University of Delhi respectively.
- Associated with the Ministry of Human Resource Development's global online knowledge sharing project namely 'National Mission of Education' through Institute of Life Long Learning, University of Delhi. Facilitating and coordinating in the designing of the curriculum, syllabus and the content for papers taught under it.
- Strong technical and theoretical understanding of the subject matter.
- Strong communication and inter-personal skills for dealing with people in a multi-cultural environment.
- Multi-faceted personality who believes in doing things right for the first time and every time.
- Working in cross-functional teams to successfully achieve the strategic goals of the institute/organization.
- Strong experience of guiding and preparing students for various research and summer internship projects, Interviews, CV building, inter and intra college cultural events, sports meet etc.
- Academic Comprehension:
  - Ph.D. in Management from Jagannathan University, Jaipur.
  - University Grants Commission- National Eligibility Test (Management) Qualified.
  - Merit Certificate holder from GGSIPU for being MBA University Specialization Topper.
  - Masters of Business Administration, major specialization in Information Technology & Systems and minor specialization in Finance, from GGSIP University, India.
  - Bachelors of Computer Applications, from GGSIP University, India.

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## Work Experience

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### 1. Aryabhatta College, University of Delhi, India.

August 2016- Present

Assistant Professor

#### Role and Responsibilities

- Teaching Entrepreneurial Skills, OB, Marketing, Business Strategy and Ethics, Consumer Behavior, and Project management to BBE and B.Com (H) courses respectively.
- Heading the Placement cum Internship department and Sponsorship Cell of B.A(H) Business Economics.
- Member of the core team: Aryabhatta Placement Cell, Entrepreneurship Cell, Culinary Society, Seminars and Workshops etc.
- Member of the Singing and Dramatics Society of the College.

### 2. Sri Guru Gobind Singh College of Commerce, University of Delhi, India.

July 2015- July 2016

Assistant Professor

#### Role and Responsibilities

- Taught Organizational Behavior, HRM, Business Organization and Management to FYUP, B.Com (H) and B.Com courses respectively.
- Played an instrumental role during the NAAC Peer team Review Assessment of the college.
- Core committee member in the third International Conference Team; ensuring the quality - plagiarism percentage and on time submission of research papers thus received. Driving and facilitating the e-book and physical version of the edited volume of conference research papers.
- Core member of the Enabling Unit of college- "Jagriti" for facilitating the differently abled students; driving/ facilitating and coordinating seminars and other events for differently abled students at intra and inter college level,
- Core member of the Internal Assessment Committee driving on time submission of students marks at University level and handling clearance and grievances of the students incurring thereof.

### 3. Vivekanand College, University of Delhi, India.

January 2015- May2015

Assistant Professor

#### Role and Responsibilities

- Teaching Human Resource Management and Corporate Governance to B.com (P) and (H) courses respectively.

- Student mentoring.

**4. Sri Guru Gobind Singh College of Commerce, University of Delhi, India. July 2014- Dec 2014**  
**Assistant Professor**

**Role and Responsibilities**

- Taught Business Organization and Management, Principles of Marketing and Auditing to B.Com, FYUP and B.Com (Honours) courses respectively.
- Associated with the events management team of the college for organizing Fresher's party.
- Associated as the core team member of the Internal Assessment Committee

**5. Shaheed Sukhdev College of Business Studies, University of Delhi, India. Aug 2012- May 2014**  
**Assistant Professor**

**Role and Responsibilities**

- Convener- Annual Day and Farewell, Member of Cultural Society of S.S.C.B.S
- Edited the Annual Report of the college for the year 2013-2014.
- Taught several papers on management including Business ethics, Business policy and Strategy, Organizational Behavior & Integrating Mind, Body & Heart.
- Managed and supported the teams for planning and organizing various college conferences and events & several other critical administrative activities.

**6. Rukmini Devi Institute of Advanced Studies, GGSIP University, India. Jan 2007- July 2012**  
**Assistant Professor**

**Role and Responsibilities**

- Worked in the Editorial Team, Effulgence, Refereed Management Journal of RDIAS.
- Worked as the Event Coordinator of the college and structured a mega Techno-Cultural event 'Razzmatazz'.
- Planned, organized and managed several college events (Annual Cultural Fest, Alumni Meet, Seminars & Conferences etc.).
- Worked as the Key Resource Person for exclusively developing 9 sub modules, serving the wide domain of buzzing HR issues, focusing the all- round development of the MBA and MCA Students of RDIAS, under the Personality Development Program Module.
- Organized and conducted Mock Interview sessions: HR rounds for final year students of MBA and MCA from time to time.
- Supported and closely worked and monitored the team for managing and improving the Student and Faculty Web Portal.

- Worked as the Key Resource Person for improving the curriculum and the teaching pedagogy of the Managerial skill Development programs for the students of MBA and MCA.
- Taught several papers on management including Business ethics, Business policy and Strategy, Organizational Behavior, Information Systems Management, Computer Applications, Management of Technology Innovation and Change and Managerial Skills Development.

#### **6. Servotech Power Systems Pvt. Ltd., Delhi**

**Jan 2006 - Dec2006**

##### **Operations Manager**

##### **Role and Responsibilities**

- Primarily worked as the catalyst for implementing various marketing strategies for increasing the company's sale in various cities of Haryana, Rajasthan, Maharashtra, Punjab and other leading states.
- Was looking after the corporate clientele of India and abroad (Nepal, Bangladesh, Bhutan etc.).
- Designed policies and procedures for revamping the Service department.
- Was ardently managing the after sale service department, and completely looking after all the affairs related to the service centre and service requests and queries for India and abroad.
- Supported and worked with the team looking after the procedures for obtaining ISO certification.

##### **Conferences, Seminars and Workshops Attended**

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- Attended a two-days International Conference on Vasudhaiva Kutumbakam, organized by Shaikshik Foundation in Association with Aryabhatta College, University of Delhi, on February 24-25 2018.
- Attended a two-days International Conference on Paradigm Shift in World Economies: Opportunities and Challenges, (IC- PSWEOC – 2017), organized by Rukmini Devi Institute of Advanced Studies, GGSIPU on April 07-08.
- Attended a one-day National Conference on "Indian Economy: Contemporary Issues and Challenges" organized by Department of Business Economics, University of Delhi on 28<sup>th</sup> February, 2017.
- Attended 7 days UGC Sponsored FDP on 'E-Accounting using Tally ERP.9' from 21st-27th April, 2016 organized by SGGSCC, University of Delhi in collaboration with "Tally Education Pvt. Ltd."
- Attended a two-days International Conference organized By SGGSCC, University of Delhi on 4-5<sup>th</sup> February 2016, entitled "Booming Service Sector From Achievements to Growth Prospects".

- Attended a talk on 8th January, 2016, on 'Recent Changes in Corporate Laws- A Practical Insight' organized in association with Institute of Company Secretaries of India in the SGGSCC college campus.
- Attended a two-days 4<sup>th</sup> Annual International Commerce Convention 2015, organized by Delhi School Economics Titled "Corporate Governance and Corporate Social Responsibility: Retrospect and Prospects" on 18-19<sup>th</sup> December 2015.
- Attended a FDP by Dr Anubhav Gupta, Assistant Professor, IBS organized by Vivekanand College, University of Delhi on Research Methodology using SPSS on 17<sup>th</sup> November 2015.
- Attended a FDP by Professor K. V. Bhanu Murthy, Department Of commerce organized by SGGSCC, University of Delhi on Research Methodology in October 2015.
- Attended a seminar by Professor J.P.Sharma, Dean, Faculty of Commerce and Business organized by SGGSCC, University of Delhi on 'The Companies Act, 2013' on 5<sup>th</sup> September 2014.
- Attended a two-days International Conference and pre-conference workshop on 'Coping with Uncertainty' organized by Maharaja Agrasen Institute of Management Studies , Affiliated to GGSIPU, Delhi from March 20<sup>th</sup> -21<sup>st</sup>, 2014.
- Attended a three-days workshop on foundation course in Business Entrepreneurship & Management organized by University of Delhi from 30<sup>th</sup> May 2013- 1<sup>st</sup> June 2013.
- Managed and attended a one-day National Workshop on "Strategic Framework for Management of Institutions of Higher Education." organized by RDIAS on 30<sup>th</sup> July 2011
- Attended a one-day National Workshop on "Total Quality Management to Improve the Quality of Higher Education" organized by RDIAS on 15<sup>th</sup> April 2011 and conducted by Mr. S K Mehta, Director, International Quality Management Systems.
- Attended a one-day National Workshop on "Leveraging Technology to Improve the Quality of Higher Education" organized by RDIAS on 02nd April 2011 and conducted by Prof. M. M. Panth, Pro Vice Chancellor, IGNOU.
- Attended a two-days International Conference On Green Marketing organized by IMT Ghaziabad on 25<sup>th</sup> -26<sup>th</sup> Sept 2008
- Attended an International Seminar on "New Concepts And Practices Related To Human Behavior To Meet The Challenges Of Globalization Effects" Organized by RDIAS, on March 15<sup>th</sup>, 2008 ,at India Habitat centre, Lodhi Road.
- Attended a National Seminar on "Innovative Management Strategies for Achieving Success and Growth in Globalized Economy", Organized by RDIAS, on October 6<sup>th</sup>, 2007.
- Attended a Marketing Seminar on "Emerging Trends of Marketing in Present Scenario", Organized by RDIAS, on September 1<sup>st</sup>, 2007

## Publications & Presentations

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- Paper Titled "A Study on Consumer's Perception about Corporate Social Activities/Responsibilities with Special Reference to Companies in FMCG Sector of India" has been published in the proceedings of the International Conference on Paradigm Shift in World Economies: Opportunities and Challenges, (IC- PSWEOC – 2017), 68-80, Volume-II, ISBN:978-1-63535-729-5, organized by Rukmini Devi Institute of Advanced Studies, GGSIPU on April 07-08,2018.
- Acceptance received for paper titled "Consumers perception about CSR Activities and Responsibilities of FMCG Companies in India" for publication in UGC mandate Journal, South Asian Journal of Socio- Political Studies, SAJOSPS, ISSN: 0972-4613.
- Paper Titled "CSR Activities and Responsibilities by FMCG Companies of India: A Customer Perspective", has been published in Effulgence, the Refereed Management Journal of RDIAS, ISSN: 0972-8058, Vol.15 No. 2 July-Dec 2017.
- Authored an article titled "From Corporate Social Responsibility to Personal Social Responsibility, Assuming our PSR: A Gateway towards a New Exemplar", in the March 2016 Edition of the SGGSCC college magazine 'AMRIT'.
- Authored paper titled "CSR: A Social Responsibility or a Social Show off (Sustainability Versus Sham)" in Jigyasa 2014, Journal of Human Resource and Organizational Development, Department of Commerce, University of Delhi, in September 2014.
- Authored lesson Titled: "Customer Perspective: A new way of doing CSR by FMCG companies to leverage Business" for the Book Titled "Paradigm Shift in Contemporary Management" page no 11-19, by Pragati Publications, New Delhi, First Edition, 2014, ISBN 978-81-7307-145-4.
- Authored lesson titled "Social and Commercial Entrepreneurship" for the university book on foundation course in "Business, Entrepreneurship & Management" by Pearson Education, edition 2014, page no. 26-35, under the FYUP for ILLI, University of Delhi, ISBN 978-93-325-2005-9.
- Authored lesson titled "Demand and Supply Factors" for the university book on foundation course in "Business, Entrepreneurship & Management" by Pearson Education, edition 2014, page no. 119-125, under the FYUP for ILLI/VLE, University of Delhi.
- Co-Authored lesson titled "Facilitators and Inhibitors of Business" for the university book on foundation course in "Business, Entrepreneurship & Management" by Pearson Education , edition 2014, page no. 57-65, under the FYUP for ILLI/VLE, University of Delhi.
- Developed e-content for Discipline Course-1 in Management Studies, Organizational Behavior lesson titled "Shaping Behavior-OB Modification" for ILLI/VLE, University of Delhi, ISSN 2349-154X, can be accessed at <http://vle.du.ac.in/mod/book/print.php?id=9496>

- Full abstract titled “Information Technology: Turning Indian Villages Global” was published in The Souvenir of National Conference on “Gram Panchayats- Lessons In Effective Governance for 21<sup>st</sup> Century India”, Organized by RDIAS, on Saturday, April 21 2012.
- Full Paper titled “Conflict Management: Fight The Problem and Not The Person” was published in Effulgence, the Refereed Management Journal of RDIAS, ISSN: 0972-8058, page no. 39-43, Vol.9 No. 2 July-Dec 2011.
- Full Paper titled “Marketing In The Digital Age”, Co-Authored by Ms. Joyeeta Chatterjee was published in the proceedings of the National Conference on Global Information and Corporate Strategies organized by GIBS, Rohini on 27<sup>th</sup> -28<sup>th</sup> Feb 2009.
- Full Paper titled “Avenues For Building Green credentials: Power/Energy Conservation Through Compiler Techniques”, Co-Authored by Ms. Veena Ghuriani was presented and published in the proceedings of the International Conference On Green Marketing organized by IMT, Ghaziabad on 25<sup>th</sup> -26<sup>th</sup> Sept 2008.
- Full Paper titled “Advertisement, Media Planning and Celebrity Endorsement”, Co-Authored by Ms. Joyeeta Chatterjee was published in the proceedings of the International Conference On Global Competition and Brand Promotion organized by IPE (Osmania University) Hyderabad and Virginia Tech University, Washington DC, USA on 15<sup>th</sup> -16<sup>th</sup> Sept 2008.
- Full Paper titled “Change Management: Mantras for Growing With Change” was published in the proceedings of the International Seminar on New Concepts and Practices Related To Human Behavior To Meet The challenges Of Globalization Effects organized by RDIAS on 15<sup>th</sup> March 2008.
- Full Paper titled “E-Waste Management: The Need for A New Direction” was published in Effulgence, the Refereed Management Journal of RDIAS, ISSN: 0972-8058, page no. 31-35, Vol.7 No. 2 July-Dec 2009.
- Marketing lesson titled “Introduction to Marketing”, **e-content for Discipline Course-1 in Management Studies, for ILL/VLE, ISSN 2349-154X, University of Delhi**, available at <http://vle.du.ac.in>.
- Marketing lesson titled “Marketing Environment”, **e-content for Discipline Course-1 in Management Studies, for ILL/VLE, ISSN 2349-154X, University of Delhi**, available at <http://vle.du.ac.in>.
- **Currently developing resources on 3 chapters for the subject ‘Business Ethics, Corporate Governance and Corporate Social Responsibility’, to be included as the part of M.Com Text Book, for School of Open Learning, University of Delhi.**
- Submitted lesson titled “Technological Environment”, **e-content for ILL and Ministry of HRD’s joint project NME “National Mission on Education through ICT”.**

## Summer Trainee – Finance

### Scope of the Study

- Recommending NDPL whether they should have rented premises for cash collection centers running at its own building.
- Estimation, comparison and analyses of the trends in monthly, quarterly and yearly revenue generating capacity of NDPL as a whole and the allotted cash collection centers.
- Predicting future revenue generation of all collection centers and NDPL as a collective unit.

### Objectives of the Study

- Statistical analysis of the cost incurred and revenue generated at various cash collection centers of NDPL and the central office.
- Activity based costing to identify the total cost incurred on each activity undertaken by the respective centers.
- Identification of the gross and net revenue generated collectively and at individual centers on monthly, quarterly and yearly basis.
- Apportionment and allocation centralized costs to the centers on the basis of ratio of stubs of individual centers to the stubs of whole NDPL.

### Educational Details

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Exam.	School / College	Board / Univ.	Period		%age	Grade / Division	Achievements
			From	To			
10 <sup>th</sup>	New State Academy Sr. Sec. School, Pitampura, Delhi	C.B.S.E	1998	1999	75	I <sup>st</sup>	Distinction in various Subjects
12 <sup>th</sup>	New State Academy Sr. Sec. School, Pitampura, Delhi	C.B.S.E	2000	2001	73	I <sup>st</sup>	Distinction in various Subjects
B.C.A.	DIAS, Sec-25, Rohini, Delhi	G.G.S.I.P.U.	2001	2004	78	I <sup>st</sup>	Distinction in various subjects
M.B.A. (IT, Finance)	DIAS, Sec-25, Rohini, Delhi	G.G.S.I.P.U.	2004	2006	81	I <sup>st</sup>	II Position in College
N.E.T (Mgmt.)	-	U.G.C.	2008	-	-	-	-
Ph.D (Mgmt.)	Jagannath University, Jaipur	U.G.C	2013	-	-	-	Completed in July 2018

### Key Achievements / Information



- On panel of Institute of Company Secretaries of India as an expert.
- Project Director and Innovation Executive Board Member of The Innovation Society, India, a global body working for larger Social and Economic welfare.
- Associated as a Mentor with Prowisdom Growth, an education management company, focusing on developing social capital.
- Received Merit Certificate from GGSIPU on account of standing first in the order of merit in MBA with specialization in Information Technology and Systems for batch 2004-2006.
- Received Merit certificates from college on account of securing highest marks in university for various subjects in MBA.
- Worked as the editor of the Annual Report 2013-14 of SSCBS, DU and the Refereed Mgmt. Journal "Effulgence" of RDIAS, GGSIPU.
- Events In-charge (RDIAS) for Annual Techno Cultural Fest for the year 2008-2009.
- Was active participant in Debates, dances and other competitions at several levels with prize winning performances at both school and college level.

### **Extracurricular Activities**

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- Won 1<sup>st</sup> prize in Senior Debate competition, Organized by Progressive Society for Sightless People (PSSP). Also won the rolling trophy (at state level).
- Active participant in various activities held in school and college.
- Won several prizes at various levels for debates, declamation and recitation.
- Was permanent comparer of school and college annual functions.
- Member of organization team of College Annual Fest.

### **Interests**

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Reading , Mentoring, Singing, Dancing, Cooking, Sketching, Playing with my 8 Years old Son.

### **Known Technologies**

Language : C++, HTML, Visual Basic 6.0

Database : MS-Access, SQL

### **Personal Details**

Father's Name : Mr. D. L. Sachdeva

Name of Spouse                      Mr. Puneet Raheja

Date of Birth                         25-07-1983

Address                                F-138, First Floor, Ashok Vihar, Phase-1, Delhi-110052, India

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(SHIVANI RAHEJA)