



PERSONAL PROFILE

Dr. POONAM AGGARWAL

thakur10poonam@yahoo.co.in

9417303649

Associate Professor/Deputy Registrar, NIFT Mohali

Managing all day to day administrative and academic affairs of NIFT. Joined NIFT as Asst. Professor in May 1997 and teaching primarily in the Fashion Design Department. Have grown personally and professionally with NIFT

Professional/ Educational Qualifications

April, 1994	B.Sc. Home Science (Govt. Home Science College, Chandigarh)
May, 1996	M.Sc. Clothing & Textiles (Govt. Home Science College, Chandigarh)
May, 1996	Course in Customer Care in Hospitality Industry, Global Trends in Tourism, Purdue University.
April, 1997	Diploma in Garment Export and Marketing Management I.T.F.T, Chandigarh.
August, 1997	Training in CAD and Marker Planning Tuka Tech inc. USA. Training in Info Design (Textile Design) package by Magnum solutions.
October 2014	PhD.in Fashion and Textile Technology (IIS University, Jaipur)

Academic Experience

- Worked as **Academic Head** NIFT Mohali, from Feb 2011 to October 2015
- Working with NIFT, Mohali as **Associate Professor/Deputy Registrar**
- Worked at Institute of Tourism and Fashion Technology (ITFT), Chandigarh as Lecturer for 2 years
- Worked as **Coordinator Placement Cell** at NIFT for 10 years
- Coordinator **Entrepreneurship Development** Programs
- Member **Curriculum Revision** Committee at the Punjab State Board of Technical Education and Industrial Training
- Member **Curriculum Development** Committee, **National Open School** Member **Curriculum Development** Committee for **Punjab University**
- Member **Curriculum Development** Committee for the development of curriculum for diplomas being run in Haryana, Punjab, Himachal and Jammu and Kashmir State
- Member **Board of studies, Punjab University.**
- Member **Board of studies, Punjab Technical University**
- Member **Faculty selection** Committee, **Punjab University**
- **Did Curriculum** mapping of Fashion Design Program with NIFT and Walsall College, UK
- Written and presented many **research papers** in national and international conferences and seminars
- **Chaired** many Conferences
- **Delivered at FDP programs** in different colleges as resource person
- **Have national and International experience of teaching**

Design Experience

- **Freelance Designer**
- Guided numerous **Design collections**
- Do various **Design projects** for Khadi village Industries Commission (**KVIC**)
- Did **Design projects** for **Ministry of Textiles**, Government of India.
- Doing various **Design Projects** for Different **Apparel Brands**, private and govt. bodies.
- Associated with NGO'S working for the **revival of handicrafts.**
- Honorary Head Designer-**KHADiplus** (Khadi based brand).
- **Own a Trade Mark-Prerna.....an inspiration.**
- Associated with **Paraplegic Rehabilitation Centre**, Sainik Board, Western Command

Resume



Neelam

Introduction:

A person who is energetic, Dynamic and self motivated having a positive attitude towards life. A person who like to work in a team, confident, firm believer in diligence, having an ability to learn new things. A person who can bring maximum output when my efforts are merged with proper direction and team strength. A person who overcomes obstacles by dedication and zeal.

Objective:

Willing to work in a progressive environment where I can grow, groom and mould myself to have a good economical and social life span.

Computer Literacy:

- MS-Office 2003
- Windows 2000 XP 98, DOS
- Proficient in using internet

Educational Qualification:

- Graduation from Panjab University-1994
- Post Graduation from Panjab University-1999

Technical Qualification:

- One year diploma in Stenography English from Child & Women Welfare Department, Chandigarh Administration, Chandigarh (1993-94)
- Three year diploma in Architectural Assistantship from Govt. Polytechnic for Women, Sector 10D, Chandigarh in Ist Division (1987-1990)

Work Experience: More than 22 years

- Worked as Steno-typist at M/s Chronos Richardsons Pvt.Ltd.- a multinational Company at Chandigarh Branch Office from November, 1994 to February, 1996. Reporting to Branch Manager.
- Worked as Stenographer/PA from February, 1996 to January, 2010 at NIIFT. Presently holding the position of Private Secretary to Director, NIIFT since January, 2010.

Strengths & Positives:

- Positive Thinking
- Learn and grasp things quickly

Personal Details:

Correspondence Address : **House No.2145, Sector 66,
Mohali-160062**

Contact No. if any : **9815717558**

Languages Known : **English, Punjabi & Hindi**

Email.Id : **neelamghuman@gmail.com**

Dated: 31/08/2016

(NEELAM)

Dr. Simrita Singh

Asstt. Professor
NIIFT, Mohali

singhsimrita@hotmail.com



D.O.B

31.10.1972

Qualification

- **Ph.d (2008) A Study of the Surface Decorations within The Golden Temple Complex** in the faculty of Design and Fine Art , Panjab University, Chandigarh .
- **M.A,History of Art (1996)** Gold Medallist Part I , IInd position in Part II ,Panjab University, Chandigarh .
- **B.F.A Applied Art (1994)** Government College of Art Chandigarh.
- **Qualified the State Level Enterance Test for Lecturership (1996)** (Under U.G.C) Held by the Panjab University in 1996.

Professional Experience

- **Asstt.Prof , Fine Arts (Jan 1997-till date)**
Northern India Institute of Fashion Technology , (NIIFT)
Mohali ,
Dept. of Industries & Commerce , Govt. of Punjab .
- **Lecturer (Part Time sep 97 to july 2001) in Fine Arts,Govt.College for Girls Sector 11,Chandigarh**

Presently Co-ordinator State Initiative Design Centre , (NIIFT) Mohali (granted to NIIFT, Mohali by the Ministry of Textiles, Govt.of India) for the promotion of handicrafts of Punjab.

- **Presently Chairperson , Board of Studies , Fashion Technology, Punjab Technical University, Jalandhar.**

- Presently engaged in a project granted by The Shiromani Gurdwara Prabandhak Committee, Amritsar as an Art Historian for documentation of all artworks at Sri Harimandir Sahib for the project “Preparation of Detailed Report for Conservation of Painting Work of Main Shrine "Shri Harimandir Sahib, Amritsar”
- Representative of NIIFT for the U.K India Education & Research Initiative (UKERI) for a faculty and students exchange programme between NIIFT and the Walsall College , U.K
- Co ordinator of Anukama ,the design collection show at NIIFT,Mohali since 2010.
- Paricipated as a panelist and attended “Mela Phulkari” organized at The India Habitat Centre, New Delhi by Dr.Alka Pande and Mr.Harinder Singh (1469)
- Invited and Participated in the the launch of an integrated project involving the State’s heritage and craft traditions ,Art , culture and crafts workshop / seminar/ exhibition - INTEGRATED TOURISM AND DEVELOPMENT OF CREATIVE INDUSTRIES IN PUNJAB organized by Punjab Heritage and Tourism Promotion Board at Patiala in October 2013, Department of Tourism,Government of Punjab.
- Invited as a committee member to select the State Level entries in Handicraft of Punjab to be sent for the National Award 2014.
- Coordinated and executed Uniform designs as convenor for all categories of staff of Virasat e Khalsa ,Anandpur Sahib in 2011-2102.
- Member of the Design team for the designing and execution of the Convocation robe for Punjab Technical University, Jalandhar in 2013.
- Extensively researched and documented the Crafts of Punjab as a faculty incharge of the Craft documentation surveys at NIIFT, Mohali.
- Jury Member for the Final design collection show of Msc and Bsc students of the Govt.Home Science College, sector 10 ,Chandigarh.
- Jury Member for the selection of best Apparel Designs for the Govt. Model schools of Chandigarh, 2010 – 2012.

- **Invited as expert for curriculum development in the area of fashion Studies for The Govt. Model Schools of Chandigarh by the Department of Vocational Education, Chandigarh Administration.**
- **Visited the first international exhibition on Sikh art “Arts of the Sikh Kingdoms” at the Victoria & Albert Museum, London in 1999.**
- **Researched and documented the Crafts of Karnataka as a faculty incharge of the Craft documentation surveys at NIIFT, Mohali.**
- **Choreographed Fashion Shows for FDCT Department, NIIFT Mohali for the year 2006, 2007, 2008.**
- **Choreographed as well as designed sequences for a Fashion Show held during 62nd All India Textile Conference held at Chandigarh (Nov’2006).**
- **Coordinated as well as Choreographed a fashion show for Rotary Club at Indradhanush Auditorium at Panchkula (Feb’ 2008).**
- **Coordinated and Choreographed a Fashion Show for Silk Mark Association of India (Jan’ 2009 and 2010)**
- **Represented Punjab University’s Fine Arts Department as a Participant and a researcher at the Site Seminar at Ajanta & Ellora Caves organized by University of Michigan, Ann Arbor USA , Under the guidance of Dr Walter Spink in 1995.**
- **Attended a Short term programme on “Planning for effective Instructions” conducted by the Curriculum Development Centre , National Institute of Technical Teacher’s Training and Research, Ministry of Human Resource and Development, Government of India.**
- **Participated in the one Day Workshop on Self Development at NIIFT ,Mohali in August 2005.**
- **Invited as a speaker on Fashion Technology at the SJOBA Vocational Seminar at St Johns High school, Chandigarh held in December 2001.**

- **Designed an apparel collection for a Fashion Show for the promotion of KVIC held in the year 2004 at the Parade Ground, Chandigarh**
- **Coordinated & executed the project granted to NIIFT, Mohali on 'Innovative designs for women's wear' for KVIC [Khadi village & industries corporation] in which more than 40 prototypes of Kurtis and Suits were created.**
- **Designed the Brochure and invites for various shows and exhibitions held at NIIFT, Mohali.**
- **Design regularly the Prospectus and the Placement layout plan and cover design for the NIIFT, Mohali .**
- **Honorary member of 'The Reeds' an NGO undertaking many projects relating to handicrafts, skill development, vocational training , design development programmes held in rural areas.**
- **Research assistant to Dr Alka Pande's "From Mustard Fields to Disco lights - Folk music & Musical instruments of Punjab" by Mapin Publishers.**
- **Participated for two consecutive years in the National Exhibition of Photography by Lalit Kala Akademi , New Delhi 1995 – 1996.**
- **Won two awards in "Mrigtrishna" a Photography competition held by Roorke University in 1995.**
- **Designed an advertising campaign on "Chandigarh Pollution Control Committee"(Purchased by Chandigarh Administration in 1996 for awareness amongst masses.**
- **Won Second Prize as a team award in the Floats competition held at the Parade Ground in the Chandigarh Carnival in 1993 organised by the Chandigarh Administration.**
- **Participated in a Silkscreen Workshop conducted by Punjab Lalit Kala Akademi under the guidance of Shri Prem Kapoor in June 1992.**
- **Head / Coordinator for extracurricular activities of NIIFT, Mohali from 2006-**

- **Subject Expert for setting and evaluation of Papers at PU Chandigarh; Punjab State Board of Technical Education and Industrial training, Chandigarh; GNDU Amritsar; PTU Jalandhar; ICG Jaipur.**
- **Trainer during EDPs (Entrepreneur Development Program) conducted by NIIFT Mohali.**
- **Worked on a project report on *Phulkari* for PSIEC (2009).**
- **Invited as a member of State level Selection Committee Meeting for Shilp Guru/National Award (March 2014).**
- **Short term programme on ‘Intellectual property Rights’ conducted by NIITR, Chandigarh (2005).**
- **Design for Persuasion: Creating Dynamic Multisensory Experience for Customer Delight’ workshop conducted by NID (2009).**

RESUME



CA. Ankush Singh Sipayya

Contact details Address

(M) – 07973624135,

E mail – ankush2013job@gmail.com,

Correspondence Address: HNO:- 1410, Chaudhary Balbir Colony, Near Sadhu Ashram, Hoshiarpur, Punjab:146204

Career Objective

Pursue a career in an organization that values professionalism, loyalty, team spirit in its employees providing adequate avenues for continuously harnessing my capabilities & acquiring new managerial competencies thus propelling both, the organization & me forward.

Academic Qualification

Qualification University / Institute Year %

CA, Institute of Chartered Accountant of India, May 2013

B.Com Mumbai University, Mumbai 2006, 64 %

10th & 12th Central Board for Secondary Education 2001 & 2003, 62% & 69.6%.

10th (Punjabi), National School of Open Schooling, 2016.

Certification course of Goods & Service tax (**GST**), from Institute of Chartered Accountant of India, 18th April, 2018.

Computer Literacy

- Knowledge of Microsoft Office, TALLY, and has used company's other internal soft wares such as Computax , TDS.
- Maharashtra State Certificate in Information Technology- MSCIT
- Proficient in using internet as knowledge tool.

Work Experience

At present I am involved in with “Northern India Institute of Fashion Technology”, Mohali as “Account officer” from 04th Sept, 2020 to till date:-

- Preparation of budget.
- Preparation & Verification of Annual Accounts Reports.

- Preparation of Balance sheet.
- Ensure deduction of tax from the payments made to contractors and remittance of tax to the Income Tax Authority.
- Inter branch payment adjustment and reconciliation thereof.
- Preparation of monthly payment pay rolls, ensure deduction and remittance of Provident Fund contribution to Provident Fund Office within the stipulated time.
- Management of financial reporting, cash flow and financial statement.
- Audit of accounts of from Internal and Statutory Auditors
- Maintenance of cash-book.
- Release of all payments (including checking of vouchers & payments).
- Pursuance of audit objections.

UNICOM INDIA PVT. LTD as a “Senior Manager Finance” (From 15th May, 2019 to 31st Aug, 2020)

- Reconciliation and settlement of accounts.
- Handling assignments of Buy Back of Shares along with its taxability.
- Handling implementation of SAP-NAV software, preparation of Chart of accounts & technical review of system analysis for Risk Assessment.
- Ensuring GST Compliance and carrying out GST Audit & provide feed backs to the management for decision making.
- Ensuring compliance with Income tax, ESI & PF.
- Supervision of Internal Audit team.
- Preparation of individual ITR of the Directors & related party members along with their filing of return.
- Preparation of monthly & quarterly results, preparing comparative analysis with our Competitors. Management of processes to improve efficiency and reduce risk
- Providing general administrative support for Account Management team.
- Setting daily workload, tracking progress, revising plans to ensure objectives are met.
- Ensuring compliances with the Accounting Standards, Auditing Standards and provision of the Acts.

Magic Auto Pvt .Ltd (authorised Maruti Suzuki) in New Delhi as a Manager Accounts, were I handled following assignments (From 1st Oct, 2017 to 30th April, 2019)

- Ensuring GST Compliance and carrying out GST Audit & provide feed backs to the management for decision making.

- Ensuring compliance with Income tax, VAT, , ESI & PF.
- Handling assessment with DGST (Intelligence) and Intelligence & Criminal Investigation wing of Income Tax Department.
- Handling Internal Audit as an additional charge in case of internal auditor absence.
- Preparation of individual ITR of the Directors & related party members along with their filing of return.
- reparation of documents for assessments (VAT, Income tax, Service tax, ESI & PF)

M/s Valex Global Commerce Limited is a trading concern which deals in electronic & printing ink etc. I had handled the following assignment as a “Manager.” **(From 1st Dec, 2016 to 30th Sep, 2017)**

- Reconciliation and settlement of accounts.
- Handling of Income Tax Scrutiny, Departmental Service Tax Audit, and Vat Scrutiny.
- Handling of Internal & statutory audits.
- Ensuring compliance with Income tax, VAT, Service Tax , ESI & PF.
- Helping to monitor competitor activity and report it to the team.

RAYAT-BAHRA UNIVERSITY, as Manager (Accounts) Hoshiarpur, Punjab. **(From 1st Sep, 2016 to 30th Nov, 2016)**

- Handling of EPF & ESIC, Income Tax Scrutiny, Internal Audits & Statutory Audit.
- Anticipating the fund requirement by preparing Fund flow statement.

CA. A S Sipayya is a Chartered Accountant firm, New Delhi which provide Management Consultancy Services to various Companies & Bank. I had handled the following assignment as a “Chartered Accountant”. **(From 5th May, 2015 to 31st Aug, 2016)**

- Credit analysis Audit & Concurrent audit of Indian Overseas Bank.
- Project financing operation including formation of CMA, limit determination etc .
- Handling of Income Tax Scrutiny, Departmental Service Tax Audit, and Vat Scrutiny.
- Internal & statutory audits.
- Anticipating the fund requirement by preparing Fund flow statement.

Baranwal Management Consultancy (BMC) Pvt Ltd (New Delhi)

Baranwal Management Consultancy is the pioneer name in banking finance industry. I am worked as a Tax consultant category. I had handed the following job assignment. **(From 11th June 2012 to 4th May, 2015)**

- Handling of Income Tax Scrutiny, Departmental Service Tax Audit, Vat Scrutiny.
- Preparation of Notice, Agenda, Minutes of the meeting of the Company as well as of Society.
- Internal & statutory audits.
- Ensuring proper deduction & payment of TDS & quarterly filing of e-TDS returns, Form 3CA, Form 3CD, of various Companies.
- Finalization of Accounts & filing of annual returns.
- Margin Negotiation Activity.
- Preparation of Profile of Company.
- Preparation of project reports for loan & other purpose.
- FCRA Compliance etc.

ARTICLESHIP EXPERIENCE

Worked as an articled assistant with **M/S Marodia Khanna & Associates**, Delhi As a trainee, involved in- (**From 11th June, 2009 to 11th June 2012**)

- **Audit of following entities:-**
- Proprietorship firms, Partnership firms, & Private Companies.
- Cooperative societies & Trust.
- Stock Audit, Credit analysis Audit & Concurrent audit of OBC Bank.
- Preparation & Finalization of accounts for various entities including Companies, Societies & Other Profit & Non Profit Organization.
- Preparation of Audit reports of various entities under Income Tax Act, 1961 & Company Act, 1956.
- Internal audit of various reputed organization.
- Preparation & Finalizations of Accounts including filing of annual return, TDS return, Form 3CA, Form 3CD, of various Companies.
- Fulfilling formalities for registration of newly established Companies, appointment , resignation of Directors, alteration in the name & share capital of company & other related work of ROC.
- Preparation of Notice, Agenda, Minutes of the meeting of the Company as well as of Society.
- Internal & statutory audits.
- Handling of Income Tax Scrutiny, Departmental Service Tax Audit, Vat Scrutiny.

Worked as an **Assistant Accounts Officer** with **Raveera Investment Pvt. Ltd**, Delhi and, involved in- (1st June, 2006 to 10th June, 2009)

- Ensuring compliances with the Accounting Standards, Auditing Standards and provision of the Acts.

- Ensuring compliance with Income tax, VAT, Service Tax , ESI & PF.
- Recording transaction in tally etc.

Hobbies and Field of Interest.

- Participating in Social Service activities.
- State Level Champion in Public speaking Competition
- Listening to Music

Personal Details

Date of Birth: 13 July1985

Gender: Male

Marital Status: Married

Nationality: Indian

Father's Name: Mr. S K Sipayya

Mother's Name: Mrs. Usha Sipayya

Languages Known English, Hindi, Punjabi

Signature

DEEPTI SHARMA

Email: deeptiniift@yahoo.co.in
deeptiniift@hotmail.com

Mobile: +91 9417542138,
+919041622326



Experience Summary

17 years and 3 months of Industry experience in Fashion designing. Currently working as an Assistant professor. In NIIFT, Mohali, Worked as Academic Head and Controller of Examination in Northern India Institute of Fashion Technology, Ludhiana and designer with various reputed brands of 'Park Avenue', 'MADAME', 'Men's', 'Bogner', 'Sport King' and 'MENTOR' in sectors of Ludhiana. Have experience in coordinating and leading industrial visits to Knitting Industries in various states across India.

Areas of Knowledge

- Elements of Design
- Thematic Approach of Design
- History of Western Costumes
- Garment Construction
- Apparel Marketing and Merchandising
- Design Technique Circular Knits
- Fashion Art
- Pattern Making
- Portfolio
- Research Projects
- Elements of Fashion
- World Art Appreciation
- Fabric Science
- Apparel Production Planning and Control
- Knitted Fabric Design
- Computerized Knitting Techniques
- Traditional Indian Textiles
- Grading
- Design Collection
- Design Process

Professional Experience

- *August 2001 – Till Date in Northern India Institute of Fashion Technology, Mohali (Govt. of Punjab undertaking)*
 - Project Undertaken for Research
 - Analyzing the root causes of quality problem and practicing to eliminate them.
 - Comparative study of Knitted fabrics that are made from Air jet yarn and Ring spun yarn.
 - Assuring on time production through pre-production planning.
 - Implementation of Health and Safety manual in accordance to social compliance.
 - Study of process and procedure of different types of printing on different types of Knitted fabrics.
 - Study of different types of washes and their effects on Knitted fabrics or garments.
 - Study on seamless Knitwear on computerized flat knitting machine and its comparison to traditional method of linking, cut-n-sew with Stoll Textile Service Center, Noida.
 - Classification of different type of Knitted garments and their sequence of operation.
 - Basalt Fibre- Their properties & uses in non apparel textiles
 - Wearing Khadi gives a sense of Pride.
 - Sustainable Fashion-Fashion Becomes Responsible.
 - Fragrances and Cosmetics as Fashion Statement in Ancient and Present Time.

- **Additional Activities Handled**
 - Syllabus implementation of Knitwear design and Technology department.
 - Training given in Entrepreneur development program.
 - Prepare session plan of Knitwear design and Technology course.
 - Organized window display at various outlets in Chandigarh,
 - Throughout guide of technical research projects and design collection.
 - Served as placement coordinator from 2005 to 2006 and hold the record of 100% successful placement in 3 working days in 2006.
 - Involved in coordinating and leading industrial visits to Knitting Industries in cities across states of New Delhi, Mumbai, Ahmadabad, Gujarat, Silvassa, Nasik, Tamil Nadu and Punjab.
 - Conducted national seminar on 'Pattern Designing' organized by UGC.

➤ **May 1999 - August 2001**

- Worked as full time Designer with P.J. Apparel Pvt. Ltd. Ludhiana, manufactures of 'Park Avenue' branded woolen sweaters (a div. of J.K.'s Raymond's India Ltd., Mumbai).
- Single handedly designed the sample set for winter, 2000 Hand Flats 2.5, 4, 5, 7, 8, 10, 12 GG Machine Shima Intartia, Ajum, Jacquard.
- Worked as full time designer with Jain Amar Hosiery, Ludhiana (under the brand name of 'MADAME').
- Worked with PINNACLE Institute of Design and Technology as a Senior Faculty for KDT, GMT, FDDR.

Trainings and Certifications

- Visited Japan to attend one month training organized by SHIMA SEIKI on 'SHIMATRONIC Computerized Jacquard Flat Knitting Machine and CAD System' in June 2006.
- Certificate for 'Intellectual Property Rights' conducted by Curriculum Development Center/IMCO Department at NIIFT, Mohali in 2005.
- Certificate for 'Effective Curriculum Implementation' conducted by Curriculum Development Center/IMCO Department at NIIFT, Mohali in 2004.
- Six weeks of company training at RAGE Ludhiana in Woolen Knits in 1998.

Achievements

- Article on '*An Overview of Protective Apparels- Safety in Work Place*' was published in 'Hosiery and Textile' Journal issue – March-April, 2016.
- Article on '*Ethics in Design Education-Challenges Today*' was published in 'Hosiery and Textile' Journal issue – March-April, 2016.
- Article on '*Design Intervention of Basalt Fiber*' was published in 'Hosiery and Textile' Journal issue –Sept 2010.
- Article on pattern designing –'*Pattern Designing- An Outlook*' was published in KNITWEAR CLUB UPDATE issue Oct.2007
- Article on '*Knits – The future of textile*' was published in 'Hosiery and Textile' Journal issue – June, 2006.
- 'Outstanding Performer' appreciation for organizing Annual Design Collection Show of Fashion Design & Knitwear Design Department, Northern India Institute of Fashion Technology, Mohali.
- Received appreciation for organizing the Annual Design Collection Show 'ANUKAMA, 2004', for Fashion Design & Knitwear Design Department, Northern India Institute of Fashion Technology, Mohali.
- 'Best Interpretation of Concept' award for the design collection on final passing out confluence, 1999 NIFT, New Delhi.
- Appointed paper setter for Punjab state board of technical education and industrial training.
- Received appreciation for Coordinating the Annual Design Collection Show 'ANUKAMA, 2014', for Fashion Design & Fashion Design Knits Department, Northern India Institute of Fashion Technology, Ludhiana & Jalandhar.

Educational Qualification

Degrees/Diplomas	University/Institute	Year of passing
M.A. (Sociology)	Kanpur University, Kanpur	1987
M.A. Hindi Literature	M.D. University, Rohtak	1997
M.Ed.	M.D. University, Rohtak	1995
Knitwear Design and Technology)	NIFT, New Delhi	1999
M.Des.	NIFT, New Delhi	2010
Pursuing Ph.D. from Maharaj Vinayak Global University Jaipur (Rajasthan)		

Academic Projects Undertaken

- Forecast based range development of woolen knits under UNDP expert, Spider JANE HAWK, FIT, New York.
- Creative Knit Swatch Development under Mr. S.K. Balasiddhartha, H.O.D, KDT Department, NIFT, New Delhi.
- Knitted Accessories Development under Ms Laxmi Mohan Babu, NIFT, New Delhi.
- Color & Silhouette forecasting under Dr. Vandana Bhandari, NIFT, New Delhi.
- Theme based range development under Mr. Sharad Mathur, NIFT, New Delhi.
- Range Development based on Western Historical Costume under Ms Anuradha Kumar, NIFT, New Delhi.
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Interests

- Studying and working for Indian Handicrafts
- Study of Presentation Techniques
- Fabric Designing and Garment Designing

Personal Information

Date of Birth: *March 09, 1968.*
Nationality: *Indian.*
Permanent Address: *960/13, Adarsh Nagar, Rohtak - 124001.*
Contact Numbers (Resi): *+91 – 9416498666 / +91 - 9818160406.*

(DEEPTI SHARMA)

CURRICULUM VITAE



Name	Kamaljit Singh Rana								
Profession	Assistant Professor, HOD Garment Manufacturing Technology & Placement Coordinator ,Northern India Institute of Fashion Technology								
Address	House No. 70, HIG, Sector 48-C, Mohali 160062.								
Telephone	7307421746 , 7589194514								
E-mail	kamaljitsinghrana@yahoo.co.in								
Sex	Male								
Date of Birth	9th December 1974								
Nationality	Indian								
Marital Status	Married								
Academic Qualifications	M.E (Manufacturing Technology), Panjab University. MBA. Production and Operations Management, M.D.U Rohtak. Pursuing PHD, Panjab Engineering College, Chandigarh.								
Work Experience	<table border="0"> <tr> <td>Academics</td> <td></td> </tr> <tr> <td>Dec. 2000 – Sep. 2002</td> <td>Senior Executive, Production Engineering Department, Shivam Export, New Delhi.</td> </tr> <tr> <td>Oct. 2002-Sept 2005</td> <td>Production Engineer, Shivalik Export, Faridabad.</td> </tr> <tr> <td>Oct 2005 till now</td> <td>Faculty in Northern India Institute of Fashion Technology, Mohali.</td> </tr> </table>	Academics		Dec. 2000 – Sep. 2002	Senior Executive, Production Engineering Department, Shivam Export, New Delhi.	Oct. 2002-Sept 2005	Production Engineer, Shivalik Export, Faridabad.	Oct 2005 till now	Faculty in Northern India Institute of Fashion Technology, Mohali.
Academics									
Dec. 2000 – Sep. 2002	Senior Executive, Production Engineering Department, Shivam Export, New Delhi.								
Oct. 2002-Sept 2005	Production Engineer, Shivalik Export, Faridabad.								
Oct 2005 till now	Faculty in Northern India Institute of Fashion Technology, Mohali.								
Length of Experience	16 years								



Curriculum Vitae

Name	Ajay Singh
Father's Name	Dr. Jaswinder Jit Singh
Email	proff.ajaysingh@gmail.com
Date of birth	3 rd September 1977
Permanent Address	# 3511, Sector-37-D Chandigarh-160036, India Mobile-9888494919

Professional/Educational Qualifications

<u>2004</u>	3-year -Master in Computer Applications (MCA) Indira Gandhi National Open University (IGNOU), New Delhi
<u>2003</u>	2 year -Advance Diploma in Computer Application (ADCA), Indira Gandhi National Open University (IGNOU), New Delhi
<u>2003</u>	1 year -Post Graduate Diploma in Computer Application (PGDCA), Indira Gandhi National Open University (IGNOU), New Delhi
Graduation <u>1999</u>	B.Sc. (Computer Application) , Guru Nanak Khalsa College, Yamuna Nagar, Affiliated to Kurukshetra University, Kurukshetra
Senior Secondary <u>1996</u>	10+2-Non Medical (CBSE) , S. D. Public School, Sector-32, Chandigarh.
High School <u>1994</u>	10th-(CBSE) , Govt. Medical Senior Secondary School, Sector-20, Chandigarh

Professional experience

16 years

- Worked as a Computer Lab Assistant in **Northern India Institute of Fashion Technology (NIIFT)**, Mohali from Jan 2000 to August 2004.
- Working as a Assistant Professor (Computers) in **Northern India Institute of Fashion Technology (NIIFT)**, Mohali from September 2004 to till date.
- Working as Controller of examination (COE)) in **Northern India Institute of Fashion Technology (NIIFT)**, Mohali from August 2013 to till date.
- Working as a Nodal Officer in **Northern India Institute of Fashion Technology (NIIFT)**, Mohali for the implementation of BAS from August 2015 to till date

Academic Experience

- Participated and presented a paper in PTU sponsored National Conference on “Manipulation of images with computer Graphics in Digital India”
- Participated in National Conference on “Role of Skill Development in Employment generation-A National Issue”
- A paper “Graphic Design-A New Fashion in Business and Management” is published in “Hosiery & Textile Journal”.
- A paper “ A Rank and Range Of Online Shopping Structure” is under publication in 8th issue of coherence.
- Successfully completed training course in planning, delivery and assessment by Walsall College, UK
- Successfully completed short term training programme on “Planning for effective instructions” conducted by “ Curriculum Development center” at NIITR, Chandigarh
- Appointed as a subject expert in various interview committee panels for the appointment of faculty and Lab Assistants.
- Handling responsibilities every year given in Anukama Fashion Show, Suvyan and other events.
- Organize various activities in NIIFT Fest and other functions.
- Handling the responsibility of promotional activities in schools and colleges during NIIFT Admissions
- Participated and taught the students from different fields in EDP Training programme every year.
- Handling the duty of visiting along with students for Craft Documentation to Rajasthan and Gujarat.
- Handling the responsibility of designing various posters, pamphlets, invitation cards, prospectus etc.
- Successfully handled the duty of visiting along with students at Walsall college, UK and participated in Fashion Show event
- Handling the duty of external examiner to conduct practical exams at GJIMT, Mohali
- Coordinated the work of software and hardware procurement and develop generic specifications and norms for various IT equipments and peripherals in all NIIFT centers.
- Working knowledge of Basics, Internet, Ms-office, Adobe PhotoShop, CorelDraw, HTML, Visual Basic, Flash, Dreamweaver, and Illustrator etc.

(Ajay Singh)

SHWETA SHARMA
House No. 26,
Sector 21-A,
Chandigarh – 160022
Phone: (0172) 2726521
Mobile: 9316117360
Email: arora_shweta@rediffmail.com



PERSONAL PROFILE

Date of Birth : 14th February, 1974
Marital Status : Married

EDUCATION

Professional

1995-97 Master's in Design (Textile) from **NIFT**
(National Institute of Fashion Technology), New Delhi.

Graduation

1992-95 B. Com from M.C.M. (DAV) Chandigarh.

Pre-University Education

1991-92 Higher Secondary in Commerce, CBSE, MCM (DAV)
Chandigarh.

1990-91 Matriculation, CBSE, Carmel Convent School, Chandigarh.

WORKING EXPERIENCE

August 2005- Till Date

Currently Working as Assistant Professor and HOD of TEXTILE DESIGN
DEPARTMENT at NIIFT, Mohali (Govt. of Punjab)

January, 1998 – August 2005

Worked as HOD, Textile Design & Development Department (TDD) for NIFD,
Chandigarh.

AREAS OF KNOWLEDGE

- *Element of Design*
- *Color Theory and composition*
- *Weaving –Design Collection of Woven for Interiors and Apparels, Basic Weaves, Advance weaves and Creative weaves.*
- *Thematic Approach to Design/Design process*
- *Range development*
- *Portfolio development*
- *Research projects*
- *Forecast and Trend Analysis*
- *Yarn Craft and Needle Craft- Complete knowledge of various crafts like macramé, crochet, nettings, braiding, daisy knitter.*
- *Specialization in Traditional Textiles, Costumes and Embroiders of India.*

- *Sari Design*- Creating innovative ideas for contemporary and traditional sari designs for various clients like Indian Airlines, Satya Paul and Vachitra sarees
- *Home Furnishing*- Designing co-ordination collection of furnishing and accessories for bedroom, bathroom, kids-room, living rooms, using splendid ideas, rich texture, effective color schemes, original designs with variety of yarns, threads, fabrics and embellishments.

Special areas of interest include:

- *Proficiency in paper craft* (development of product like paper bags, photo frames, lampshades, folders)
- *Product Display/ Visual Display*- To teach and promote standards of display design and their application for their application for Exhibition, Hotels, Windows display, specialized product display.
- *Accessory Design*-Help students create product range of creative jewellery using various techniques like paper folding silk beading, cutting, clippings, riveting.
- *Photography*-With special emphasis on textile/ product photography.

WORKSHOP/PROJECTS

- Represented NIIFT at **WALSALL COLLEGE, Birmingham (U.K)** under the UKIERI (U.K-India Education and Research Initiative) Project. November 2011 under the Student Faculty Exchange Program me.
-
- Handled the Trends Pavilion '08 and '09 of TEX-STYLES INDIA AND won the **Best Display Award** from Chief Minister of Delhi Ms Sheila Dixit.
-
- Handled the setting up of the NIIFT Display area as part of the **Punjab Pavilion at the India International Trade Fair in November 2008**
-
- Handled a project for development of new design and color solutions for KHADI Board in PANJA DURRIE Technique, Punjab.
-
- Handled a project on 'Effective utilization of the Waste Fabric' for KHADI Board,Ludihana.
- Attended and participated in the training workshop on Practical Approach to understand Fabrics conducted by SGS India at Ludhiana.
- Conducted a workshop on 'Design Approach-Innovation' conducted by HEPC,Government of India at Rai pur rani.
- "*Textiles Trends in International Market*", workshop of 3 days at Hotel Asoka, New Delhi by Ministry of Textiles.
- Designing Theme Pavilion, Print and Woven designs for *Heimtextile/97 Germany*.
- Designing of woven designs (creative) at a workshop with UNDP Expert Ms. Eile Ellis, UK.
- Print Design Workshop with UNDP Expert, Miss Janice Everest,USA.

- Innovative Yarn Craft/ Split Ply Yarn Craft Workshop with Professor Peas Errol from NID, Ahmedabad.
- JMDC Print and Woven Design Development Workshop for Home Furnishing at New Delhi, using jute as an integral part of design.
- Designing Co-ordinate collection of table cover and cushion Cover for *Nalli International* in woven and prints.

INDUSTRIAL EXPERIENCE

Worked with *Kavset Exports*, for a period of 6 months ,specializing in woven's for home furnishing.

INTERNSHIP

Worked with "*The Arvind Mills Ltd., Ahmedabad*" were inputs were received in woven fabric analysis, color patterns from computers printouts, color matching, processing, dyeing and finishing for shirting and denim business division.

CRAFT DOCUMENTATION

Accompanied the students for a craft documentation survey to Tamil Nadu(June2008) and Rajasthan(January2009) to study the rich Indian textiles ,embroideries and crafts of the respective states.

Analyzing the various crafts and understanding the life, culture, tradition and techniques involved in various crafts, handlooms of Rajasthan and craft documentation of *Woven Textiles of Barmer*.

LANGUAGES

Hindi, English, Punjabi.

COMUPTER PROFICIENCY

Proficiency in working on different packages .

EXTRA CURRICULAR ACTIVITIES

- Won Certificates for Drawing, Rangoli, Mehandi.
- Organized HARBINGER – An inter College festival and an active member of Lumiare – A cultural and literacy society.
- Organizing annual exhibition for students of textile design with special emphasis on product display.
- Diploma of SANGEET VISHARAD (Final) in Vocal Classical.

ACHIEVEMENTS

- Won first prize for designing co-ordinate collection of table and cushion covers for *Nalli internationals*.
- Best Sari Design for Indian Airlines.
- Awarded Presidents Award for girl guiding.

HOBBIES

- Listening to music, Excursions, Swimming, Horse Riding, Painting and Sketching.
- Photography.

Date:

Place:

(SHWETA SHARMA

MEETA GAWRI

H.NO 424
SECTOR 20-A
CHANDIGARH-160020
(M) 09316443030
PHONE 0172- 2701444
E-MAIL
meetagawri@gmail.com

CAREER OUTLOOK

: Looking forward to hone my professional skills with real time experience in an exciting and happening organization.

: Intent to work up to responsible management position.

PROFESSIONAL EXPERIENCE

: Presently working with Northern India Institute of Fashion Technology, Mohali as Head of the Department, Fashion Marketing & Management Dept. ,Head, Placement Cell, Head, Cultural Cell.

: Worked with NIFD, Chandigarh as Faculty

: Worked as a merchandiser with a buying house in Delhi, aug'02-oct'02.

: Worked as a Production and Quality engineer with Gokaldas Images, Bangalore, july'01-july'02.

: Presently pursuing PhD from UIFT dept., Panjab University, Chndigarh.

PROFESSIONAL QUALIFICATION

: Masters in Fashion Technology, N.I.F.T – Hyderabad, 1999-2001 –

:Masters in Sociology, Punjab University, Chandigarh

.. Two years Post Graduate Diploma in Business Administration with specialization in Marketing from Symbiosis, Pune - Grade 'A' with 65% Marks

ARTICLES PUBLISHED

: Article on comparative analysis on knitwear production system was published in Stitch World and Textile journal in December, 2010 and January 2011.

: Understanding Brand Life Cycle-Important Tool of Marketing presented at 5th International Conference on Management and Business Research (ICMBR) held at Gwalior, 2013.

: Stain Removal Techniques-An Insight for Garment Industry presented at International Conference held at Hyderabad,2014.

: Understanding the Changing Brand Audience presented at the 1st BFCMT International Conference, 2014.

: Changing role of women in today's marketing strategy." Department of Life

Long Studies, 2014.

: Productivity Enrichment by Increasing Efficiency at Various Levels of Production presented at XI International Conference at Haridwar by STMP (Society of Technical and Management Professionals, 2015.

: Productivity Enhancement through Work aid and Techniques in Sewing Section of a Garment Industry presented at X International Conference on Management and Business Research (ICMBR), 2015.

: Banaras Brocade Silk: Traditional Concept vs. Modern Outlook with special Reference to Consumer Behavior presented at X International Conference on Management and Business Research (ICMBR), 2015.

: Role of organization in ensuring employee satisfaction - socially acceptable corporate behavior, a case study presented at Fifth Chandigarh Social Science Congress at Panjab University (PU), Chandigarh, 2015.

: Operator training case presented at a National Conference on Dynamics of Sustainable Rural Development on October 1, 2015 at PhD Chamber of Commerce, Chandigarh, 2015.

: Productivity Enhancement by Use of Work-Aids and Method Improvement in a Garment Export House presented at International Case Symposium on Fashion, Retail and Management, Bhubaneswar, 2015.

ACADEMIC PROFILE

*: **Distinction** – (77%) in B.Sc(Home Science) from Govt.Home Science College, Chandigarh.*

: 1st Division – 71.4% in 12th std from MCM DAV College, Chd.

*: **Distinction** – (84%) in 10th std. From Carmel Convent School, Chd*

CO-CURRICULAR ACTIVITIES

: Represented NIIFT at Silk Congress-2014, Bangalore.

: Organise various cultural activities at NIIFT, Mohali.

: Represented NIIFT – GMT at ITMA-2005 at Singapore

: Winner of 1998, 99 and runner up of 1997- Inter State Rose Quiz Competition.

: Participated in inter school basketball competition.

: Dancing.

PROJECTS

: Did a Documentary project for Govt. Of Punjab, 2015.

UNDERTAKEN

: Imparted training on Marketing Skills to Phulkari Employes,India

Compiled books on the subjects of Garment Production Machinery and Production equipments, Retail Management & Visual Merchandising.

Mentored various projects for industry

Project on comparative analysis of Knitted Clothing manufacture techniques ,with Winsome Knitwear

Part of syllabus setting Team, NITTTR, Chd.

: Diploma project- (at Ambattur Clothing, Chennai)

- *Project on spot washing and stain removal.*

: Internship project- (at Madura Garments Pvt. Ltd., Bangalore)

- *Time study.*
- *Machine –manpower calculation for a targeted production.*
- *Study of attachments.*
- *Plant Layout.*
- *Study of Perfect's Quality System.*

: During G.M.T

- *On need of clothing and changing scenario of clothes.*
- *To study the working and construction of different parts of a sewing machine.*
- *Study of different spreading and cutting equipments*

COMPUTER KNOWLEDGE

: MS OFFICE (Word, Excel, Power point)

: DESIGN SOFTWARE – Corel Graphics (Corel Draw, Presentation & 3D modeling).

: CAD – LECTRA : Pattern making and Grading software (Modaris ver 2.2 and Diamino).

Tukatec software.

LANGUAGE SKILLS

: English, Hindi, and Punjabi.

AREAS OF INTEREST

: Marketing, Merchandising, Quality, Production.

PERSONAL

Date of Birth: 22nd May' 1978

PROFILE

Sex: Female

Marital Status: Married

Husband's Name: Mr. Vikram Arora

Permanent Address:

House No. 424, sector 20-A

Chandigarh- 160020

STRENGTHS

: Excellent communication skill, hard working & open to learn.

**Permanent Address: 3246,custom and
central excise society sector 49
d,chandigarh**

(Mobile) 91-98154-91009

**Email: navy_09@rediffmail.com,
navdeep@niiftindia.com**



NAVDEEP KAUR

CAREER OBJECTIVE

One of the Niiftian who is keen to work in the productive fashion industry,trustworthy.reliable,hardworking and have creative skills to the job well also gained the experience of work environment. Able to work as on own initiative or as a part of team.

➤ JOB PROFILE AND EXPERIENCE

Working with NIIFT Mohali since 2011 as an Assistant
Professor

- Teaching various subjects in Fashion design, textile design, garment manufacturing technology and fashion retail and marketing department.
- Core is all fashion illustration, yarn craft, elements of fashion, History of Indian costumes, history of world costumes, design process, basic sewing skills, basics of fashion, survey of apparel design and apparel industry an intro
- Also plays a major role in research projects line craft documentation, internship programs or final design collection.
- Attended various seminars and conferences
- Also headed the gmt department as a course co-ordinator
- Also was a placement co-ordinator for niift

NIIFT Mohali I had worked with SIFT- sportking
Institute of fashion technology for 2 years 2007-2009

As a course co-ordinator for fashion design department
Also co-ordinated glam and glitter show for sift

Also worked with NAHAR SPINNING MILLS for 6
Months as a quality auditor.

Worked as a Merchandiser in York Exports Ludhiana

june 2003 -- june 2004

Job Profile

- As a merchandiser my responsibilities include product development, merchandising and quality of the product.
- Samples planning & procurement of yarn and accessories.
- Testing samples in light of fit, comfort, look as well as in comparison to competitive products
- Getting samples approved from concerned authorities
- Preparation of specification sheets/measurement sheets with technical specifications
- Co-ordinating with buyers abroad and their representative buying houses in India
- Conducting market surveys for new range of designs, fabrics & colours.
- Inspection and approval of goods at various stages of production and shipment.
- Product Planning based on fashion forecasting
- Handled accounts of ADIDAS, MTV, PANTALOON, RSH, KEROSENE, AMADUES, SYNERGIES, HORIZON

QUALIFICATION

3 yr Graduate Diploma in Fashion Designing from Northern
India Institute of Fashion Technology (NIIFT), Mohali.
Punjab (India)
Graduate in Arts from Pbi.U.Ptl.

**RESEARCH &
DOCUMENTATION**

15 days craft documentation in holy land of punjab

- Traditional costumes of punjab
- Traditional accessories
- Leather work
- Wood Work

INTERNSHIP

R.B. Knits Exports Ludhiana (6 Weeks in 2002) - India
Sportking Ludhiana (2 Weeks in 2001) - India

CAPSULE COURSES

CAD
Men's wear
Leather
Design development & forecasting
Knitwear
Apparel Marketing & Merchandising
Dyeing & Printing
Fashion Photography
Yarn Craft
Elements of fashion
Evening gown
Surface ornamentation
Portfolio

OTHER EXPERIENCES

- Participated in "Anukama 2003" – A Fashion Show

Theme: “Carpe d diem” means seize the day

Fabrics Used: woven as well as knitted, stripes and Checks with combination of corduroy ,a complete form Formal street look with a touch of boldness

Collection: a street wear with basic cuts in almost Dark colours

COMPUTER PROFICIENCY MS – Office (Word, Excel, PowerPoint), Windows, Corel Draw a

LANGUAGES KNOWN English, Hindi, Punjabi

INTEREST AND HOBBIES sports,music,traveling,interacting with people

DATE :_____

NAVDEEP KAUR

ANITA KUMARI



Date of Birth	12 th November, 1978
Permanent Address	VPO Kandrori, Teh. Indora Distt. Kangra, H.P Pin code -176402
E-mail	neetuawasthi668@gmail.com
Phone	+91 8894399389
Marital Status	Married

CAREER OBJECTIVE

To build career in growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

EDUCATIONAL QUALIFICATION

YEAR	DEGREE	INSTITUTE	BOARD UNIVERSITY	RESULTS (%)
2012	B.A	Eastern Institute for integrated Learning In Management	Sikkim University	65.62%
1999	10+2	H.P Board of School Education	H.P Board	38%
1995	10 th	H.P Board of School Education	H.P Board	47.57%

COMPUTER SKILLS

- Good Working knowledge of MS OFFICE

PARTICIPATION

- Participated for arrangement of programs in school.
- Active participant in Cultural Activities.

EXPERIENCE

- Worked as Girls hostel warden from 2008 to 2019 at Smt. Urmiladevi ayurvedic college of medical science and hospital.

CERTIFICATIONS

- Certification in web application.

SKILL SYNOPSIS

- Communication and interpersonal skills
- Willingness to learn
- Capable of problem solving

HOBBIES & INTEREST

- Listening to Music
- Interacting with new people

LANGUAGES

- Hindi, Punjabi and English

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Place: Kangra

Date: 12 June, 2020

Signature

Baljeet Kaur

#2703, Sunny Enclave ,
Sector 125, Greater Mohali,
Kharar, Punjab .Pin 140301

MobileNo. 9888846439

Email Address. Baljeetk119@gmail.com

DOB : 20-08-1982



OBJECTIVE:

To enhance my knowledge of accounting with practical experience

KEY SKILLS:

- In-depth knowledge of the [accounting principles](#), book-keeping practices and taxation policies
- Ability to communicate effectively and coordinate work with other staff members for day to day activities.
- Proficient to focus on the minute details of the transactions and ascertain high level of accuracy in compiling financial data.
- Excellent in performing arithmetical calculations required for handling the accounts concerned.
- Aptitude to analyze data for better understanding and to find out discrepancies in calculating or posting the data in accounts books.

EDUCATIONAL QUALIFICATIONS:

- Matric (1998) , C.B.S.E securing 74%
- Senior Secondary (2000) C.B .S.E securing 82%
- Bachelor of Commerce(2003), Punjab University, Securing 61%
- Masters in Arts(Economics)2010, Open school of Punjab university
- Post Graduate Diploma in Human Resource Management from Symbiosis, Pune Securing 72%
- Others: One month course on accounting with Tally and one year certificate course in Computer application.

• **WORK SUMMARY:**

1. Sahibzada Ajit Singh Academy , Roper
Accountant Assistant
August 2004- September 2005
2. Northern India Institute of Fashion Technology, Mohali
Administrative Assistant (Accounts and Administration)
May 2006- till date

Responsibilities done/ allotted :

- Keep a record of the [payroll accounts](#) .
- Maintenance of Service Books of each employee.
- Looking after the Fund management, setting up the portfolios of Institutional funds keeping in view all the key factors to increase profit.
- Dealing with all receipt and payment of the organization and Maintaince of vouchers there to.
- Rechecking and verifying of all the financial bills related to all the centers.
- Preparing of Budgets for anticipating long term fund and cash flow management.
- Submit monthly reports regarding receivable and payables.
- Preparing Bank Reconciliation Statement.
- Made entries of the financial transactions of the organization in ERP software,
- Collection of Fee and maintenance of all the ledgers.
- Centralized Admissions Process of all the branches including conduct of entrance exams, situation tests, interviews, final counseling and final collecting of Fee.
- Matters related to Tax Deducted at sources, ITRs and preparation and issuances of Form 16

- File and maintain a record of various supporting documents sent and received by the organization for reconciliation purposes
- Maintain Employees provident Funds, General provident Funds , GIS Account of employees
- Matters related to Gratuity.
- All the communications with bank officials regarding fund related issues ,
- Refund of securities to the students
- Interacted with internal and external auditors in completing audits and finalization of balance sheet.
- Maintenance and reconciliation of debtor and creditors accounts
- Look after Insurance of nearly 500 students
- Administrative files of faculty.
- Any other administrative work assigned by higher authorities.

WORK SUMMARY: Sahibzada Ajit Singh Academy , Roper

Accountant Assistant

August 2004- September 2005

Responsibilities:

- Keep a record of the salary payable to the employees of the organization
- Maintain petty cash book and authorize payments done by cash by making entries under appropriate account head of the book.
- Make entries of the financial transactions of the organization , (Ledgers , trial balances, bank transactions,etc) .
- File and maintain a record of various supporting documents sent and received by the organization for reconciliation purposes
- Maintenance of Students Records and their particular ledger
- Collection of Fee and Admissions Process of three branches
- Maintenance of Service Books of each employee.
- Reminders to the Debtors and due payments to the creditors of the organization,
- Bank reconciliation statement

COMPUTER SKILLS:

- Ability to work with accounting softwares , worked on Tally
- Acquainted with Ms Word, [MS Excel](#), spreadsheet, MS Outlook,

LANGUAGES KNOWN:

- English (Proficient)
- Hindi
- Punjabi

Baljeet Kaur .

Address.
House No-452
Sector 71
Mohali
Chandigarh

E-mail :- diksha.jagota@yahoo.in

Mobile:- +919041622486



DIKSHA JAGOTA

Objective

To find a position in the field of library information & management with the positive aspects of creative challenges, the variety of tasks and the opportunities for professional advancement through organization where in, I can apply my knowledge and skills.

Date of Birth

5th Aug 1976

Education

- *Graduation from HP University Shimla in 1998 with 2nd division.*
- *B. Lib & INF. Sci from Kurukshetra University in 2000 with 2nd division.*
- *M. Lib & INF. Sci from Kurukshetra University in 2002 with 2nd division.*
- *M. Phill. In Lib & info Science from Chaudhary Devi Lal University Sirsa, Haryana*

Technical

- *Diploma in Library Information Activities from National Institute of Science. Communication & Information Resources Delhi*
- *Six Month Diploma in Computer from NIIT Bilaspur (H.P.)*
- *Completed two months Diploma of Swift from NIIT.*

Soft Skills

- *Very well versed with MSOffice , Internet*
- *Learned and worked on Library management software SOUL.*

**Professional
experience**

- *Worked as Librarian at NIIT Bilaspur Centre from Jan 2003 to Sep. 2005.*
- *Worked with Govt. Polytechnic College Ropar as Astd. Librarian from Oct. 2005 to Jan 2006.*
- *Working with Northern India Institute of Fashion Technology (NIIFT), Mohali, Govt. of Punjab since Nov. 2008 as Astd. Librarian.*

Responsibilities

- *Maintaining accessioning records*
- *Maintaining journals / magazines records*
- *Cataloguing & Classification of books , Issue and Return records , Provide Reference service*
- *To manage expenditures for library materials and supplies against the approved budget.*
- *To plan for the future development of the library , its collections and its services.*
- *Maintaining newspaper records and clipping files*
- *Efficiently maintaining all the record using Library management software SOUL.*

Place : Chandigarh

(Diksha Jagota)

Date :

CURRICULUM VITAE



NAME : Jaswinder Pal

DATE OF BIRTH : 12-06-1977

NATIONALITY : INDIAN

**ADDRESS : H.No.474/7, Moh. slamabaad
Gurdaspur, Punjab**

ACADEMIC QUALIFICATIONS :

Three Year Diploma in Textile Technology, Specialization in Weaving

Experience :

**Presently working as Weaving lab Asstt in Northern India Institute
of Fashion Technology, Mohali.**

Adrs.
K.No- 322, Phase-1, FF
Mohali (Punjab)
PIN CODE :- 160055

E-mail:-
pankajkumar3928@gmail.com
Mobile:- +919876840104
+919814738010

PANKAJ GUPTA



Objective *To track excellence and explore new horizons through self improvement in a business environment and grow professionally and finally settle for a Developer position.*

Date of Birth *20th April, 1980*

Education

- **[2003-2004] Master of Computer Applicaton (MCA)**
Kurukshetra University Kurukshetra, (Haryana)
- **[2002-2003] MSc(Computer Science)** from Kurukshetra University Kurukshetra
(Haryana)
- **[2001-2002] P.G.D.C.A** from Kurukshetra University (Haryana)
- **[1998-2001] Graduation** from University College Kurukshetra, Haryana
- **[1998] 10+2** from C.B.S.E Board from Kurukshetra, Haryana
- **[1996] Matriculation** C.B.S.E Board from Kurukshetra, Haryana

**Training
Attended**

- *Six Month project Training from **HCTM Kaithal.***
- *One Month Training in **Web Site Development at Satyam Computer in Kuruksehtra, Haryana.***
- ***VB.NET** Training from Applied Computer Service (Govt. of India), Chandigarh.*

**Project
Completed**

- **Networking of 440 Computers in HCTM, Kaithal.**
- **Networking of 240 Computers in IGCE, Ropar Punjab.**
- **Networking of 45 Computer in NIIFT, Mohali**
- **Developed of College Management System Software in Visual Basic 6.0.**
- **Developed of Hotel Management system in Visual Basic.**
- **Installation of all type of O/S & Software.**

**Professional
experience**

Guest Faculty

- **[Sept. - 2008] – Till Date, NIIFT, Ludhiana (Govt. of Punjab).**

Computer Lab Technician

- **[May 2006 – Till Date] Northern India Institute of Fashion Technology (Govt. of Punjab), Mohali (Pb.)**

System Administrator

- **[June 2004 –January 2006] Indo Global College Of Engineering, Ropar (Punjab.)**

Programmer

- **[August 2003 – June 2004] Haryana College of Tech. & Mangement, Kaithal (Haryana)**

Lecturer (CSE,IT)

- **[March 2002 - April 2003] Aryan Computers Academy, Kuruksehtra (Haryana)**

Installation of Operating system:- Windows NT, 2003 Server and Red Hat 9.

Hardware:- Installation Server, Computer Assembling, Installation, Troubleshooting.

- **Networking:- Networking LAN, MAN & WAN.**
- **Design, install and troubleshoot IP based LANs.**
- **Maintain required level of system and network security.**
- **Design, install, and test network topologies to support internet and other data or voice transport channels.**
- **Maintain above 250 Computers on LAN in IGCE, Chandigarh.**

Software – MS-Office-2010/2007

Design Packages- Corel Draw x4, Photoshop – CS4,

Web Development:-, Dreamweaver-8.0

References

On Request

(PANKAJ GUPTA)

Place : Mohali

RESUME



1. Name : Parvinder Singh
2. Father's Name : Late Sh. Amar Singh
3. Date of Birth : 10-3-1969
4. Education Qualification : Graduate (B.A)
5. Post : Assistant (In the scale of Sr.Assistant)
6. Duties : Handling Store, Purchase Matters, Tender Files, Construction related files, Care Taking of Institute and Hostel. Handling arrangements of annual NIIFT Functions like ANUKAMA, SUVYAN, Fresher Parties etc.Handling Security / housekeeping matters.

Parvinder Singh

Rajinder Singh

Present Address:

H.NO. 3127,

Housing Board Colony,

Dhanas, U.T. Chandigarh – 160 014

E-mail: - rajinderpanwar@yahoo.com

Tel. 0172-2680336, Mob. 9888248454

**Objective: -**

To secure a position in Accounts and Finance area, by marinating a long period relationship in a progressive organization, with ability to work in fast period team environment as well as Focus on individual project with set deadlines.

Strengths: -

High Level at Initiative, positive approach, willingness to learn, Team facilitator keeping high standard of inter-personal relation Enthusiastic & creative

Brief Overview: -

- Presently working as Accounts Executive
- Presently working as Administrative Assistant
- Well versed in accounting matters.

Job Profile: -

Presently working in **Northern India Institute of Fashion Technology (NIIFT)**, Mohali. (Govt. of Punjab). Since May 2006 as Accounts Executive cum Administrative Assistant at head office in Mohali. It's an Educational Institute Set up in 1995 under Department of Industries & Commerce Punjab.

Job Responsibilities: - My Job responsibility include

- Preparation of Salary
- Preparation EPF
- PTU related payments
- Preparation & Deposit of Monthly TDS
- Preparation Quarterly Return
- Preparation of Form 16 & 16A of Contractor, Professional & Staff
- Handling with Petty cash
- Makes all payments of Professional & Contractors, Faculties & Guest Faculties
- Day-to-Day Accounting matters.
- Preparation of Bank Reconciliation.(BRS)

- Preparation of Annual Balance Sheet.
- Preparation of Bank reconciliation statement.
- Preparation of Income tax Return of Staff.
- Preparation of Voucher (Bank voucher, Journal & Cash voucher)
- Maintaining Cash Book, Ledger, All Receipts and Payments
- Maintaining Manual & Computerized entries
- Collection of fees from students.
- Verification and passing the travelling conveyance expenses.
- Maintaining of Labour Cess

Previous Job Profiles:-

Worked in **M/s Nationwide Investment Ltd.** Sector 17-D, Chandigarh since April 2000 to May 2006 as Accounts Assistant cum office Assistant. It's a Finance Company registered under Reserve Bank of India (RBI).

Job Responsibilities Included:-

- Prepared & Deposit of Monthly TDS
- Prepared Quarterly Return
- Prepared of Form 16 & 16A of Contractor, Professional & Staff
- Handled with Petty cash
- Made all payments of Staff & Clients
- Day-to-Day Accounting matters
- Prepared of Bank Reconciliation.(BRS)
- Prepared of Annual Balance Sheet
- Prepared of Income tax Return of Staff
- Prepared of Voucher (Bank voucher, Journal & Cash voucher)
- Maintained Cash Book, Ledger, All Receipts and Payments
- Maintained Manual Accounts
- Opened Fixed Deposits and Recurring Deposits Accounts of Clients.
- Opened Loan and Hire purchasing loan accounts
- Maintained all file and bank works.

Worked in **M/s Delhi Automobiles Ltd.** Indl. Area I, Chandigarh since May 1996 to Dec. 1999 as a Cashier cum Office Assistant. It's a dealer of Premier Padmini, 118NE Cars Matador Diesel, Commercial vehicles Tempo, and Bajaj Auto (Scooter) and repair maintenance and spare parts of M/s Ashok Leyland Cargo 709 & 909.

- Handled with Petty cash
- Made all payments of Staff
- Maintained Day-to-Day expenditures
- Prepared of Voucher (Bank voucher, Journal & Cash voucher)
- Prepared of Form 16
- Handling Dispatch work.
- All typing work on manual type writer

I.T. Skills:-

- Proficiency in MS Office etc.
- Knowledge of Tally & Internet etc.

Educational Qualification: -

- Passed matriculation from C.B.S.E. Chandigarh (1990-1991)
- Passed 10+2 from C.B.S.E. Chandigarh (1992-1993)
- Done B.A. From Panjab University (1993-1996)
- Done M.A. (Political Science) From Panjab University (1996-1999)
- PGDBA in Human Resource (HR) From Symbiosis, (Pune) 2012.

Personal Profile: -

Father Name : Shri Bhagwan Singh
Date of Birth : 10th October 1975
Marital Status : Married
Religious : Hindu
Nationality : Indian
Category : General
Languages Known : Hindi, English, and Punjabi

Date:

Place: Chandigarh

(Rajinder Singh)

CURRICULAM VITAE

RAJ Kumar
S/o Sh. Ram Parkash
Vill. Ramgarh Kullian
P.O/Teh. Mukerian
Distt. Hoshiarpur



Contact: 8872209181
Email- raj.xtreme90@gmail.com

PROFESSIONAL OBJECTIVE:

In a professionally managed, dynamic & leading organization, a career oriented job which provides opportunities for development as well as growth & lays down responsibilities to contribute towards organization's support.

STRENGTH:

- ❖ Good Communication Skills
- ❖ Team Work
- ❖ Result Oriented
- ❖ Self Motivated

QUALITIES:

- ❖ Quick Learner and Passion for work.
- ❖ Perform well even under stress.

ACADMIC:

SI. No	CLASS	YEAR OF PASSING	BOARD/UNIVERSITY
1	B.A	2004	Punjab University
2	12 TH	2001	P.S.E.B
3	10 TH	1999	P.S.E.B
4	One Year Computer Diploma	2005	Infopark School of Information Technology

EXPERIENCE:

- ❖ Presently working as an Admn.Assistant in Northern India Institute of Fashion Technology, Mohali from. April 2010 to till date.
- ❖ Worked as an Associate Image Editor in IDS. Infotech ,Chandigarh from April 2008 to April 2010.
- ❖ Worked as an Operation Executive in Kissan Bhalai Kendra, Dasuya from February 2007 to March 2008.
- ❖ Worked as a Computer Operator in Hartron Informatic Ltd, Sector 17, Chandigarh from December 2005 to June 2006

HOBBIES:

- ❖ Listening Music.

PERSONAL DETAILS:

Name : Raj Kumar
Fathers name : Sh. Ram Parkash
Date of Birth : 15th February1984
Language Known : Hindi ,Punjabi,English
Present Add. : Vill. Ramgarh Kullian P.O/Teh Mukerian
Distt. Hoshiarpur (PB)

Declaration : I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

(Raj Kumar)