

## Curriculum vitae

**Ms. Shilpa Navnath Sable**

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### CAREER OBJECTIVE:

Seeking a challenging position to utilize my skills and abilities in area of Teaching and Education that offers a professional growth while being resourceful, innovative and flexible.

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### PROFESSIONAL SYNOPSIS:

#### Academics:

- 1) Mobilizing Departmental & Committee proforma for the academic year (Criteria 5 in IQAC)
- 2) Incharge of Criteria 5 in IQAC which is Students Progression and Development (since 2019 till date)
- 3) Designed Music Course for college (NEP)

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#### Corporate:

- 1) Good at assisting the seniors.
- 2) Good at developing training calendar.
- 3) Good at Sourcing & Screening the Profiles from Job portals like Naukri & Monster
- 4) Good at Co-coordinating with clients & understanding their requirements
- 5) Efficient in communicating well in written & verbal both.

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### EDUCATIONAL QUALIFICATION

#### MASTER OF COMMERCE (PART II), UNIVERSITY OF MUMBAI 2016-17

Passed **M.COM-II** from K.J Somaiya college of Science & Commerce, Vidyavihar East, with aggregate **64%**

#### MASTER OF MANAGEMENT STUDIES, UNIVERSITY OF MUMBAI 2015

Passed **MMS** in **Human Resource** Specialization from Aruna Manharlal Shah Institute of Management & Research, Ghatkopar west, with aggregate **65.11%**

#### MASTER OF COMMERCE (PART I), UNIVERSITY OF MUMBAI 2013

Passed **M.COM- I** from K.J Somaiya College of Science & Commerce, Vidyavihar East, with aggregate **64%**

#### BACHELOR OF MANAGEMENT STUDIES, UNIVERSITY OF MUMBAI 2012

Passed **BMS** from S.K Somaiya College of Arts, Science & Commerce, Vidyavihar East, with aggregate **66.16%**

#### HIGHER SECONDARY CERTIFICATE, MAHARASHTRA BOARD 2009

Passed **HSC** from S.K Somaiya Vinay Mandir Junior College, Vidyavihar East, Mumbai with **81.00%**

#### SECONDARY SCHOOL CERTIFICATION, MAHARASHTRA BOARD 2007

Passed **SSC** from Modern English School, Chhedanagar Education Society, Chhedanagar, Chembur, Mumbai with **54.15%**

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**OTHER QUALIFICATION/EXAMS:**

- MS-CIT 2007. **68%**
- Qualified PET Exam (Mumbai university) 2018 with **58%**
- SET Qualified in Management (2020)
- SET Qualified in Commerce (2021)

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**EXPERIENCE:**

**Name of the College: S.K. Somaiya Degree College of Arts, Sci & Comm, Vidyavihar, Ghatkopar East, Mumbai, Maharashtra 400077**

**Duration: 06th June 2019- Till date**

**Designation: Assistant Professor (BMS Dept.) Contractual basis and now in (COMMERCE Dept). from 2021-22 till date**

**Roles & Responsibilities:**

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- Conducting Lectures and preparing the study materials for the students like PPT, Notes.
  - Conducting different learning activities like assignments, role plays, debates as and when required
  - Conducting Vivas for the research-based projects for the students of TY
  - Member of IQAC, Attendance Committee wherein applied computer skill set- used for NAAC
  - Member of Cultural Forum- Completed successfully a Marathi Bhasha Din program in Feb 2020 (Marathi Musical Program)
  - Maintaining Academic Diary
  - Remedial lectures for ATKT Students
  - Field Work, educational trips for the students
  - Students Mentoring

**Subjects & Courses Taught to:**

- Advertising I, II- BA, BCOM
- Commerce I, II, III, IV- BCOM.
- Foundation Course I (BMS, BAF, BFM, BAMMC)
- Foundation Course II (BMS, BAF, BFM, BAMMC)
- Foundation Course IV (Business Ethics & Corporate Governance) (BMS)
- Principles of Management (BFM, BAF)
- Strategic Management (BBI)

- International Business (BBI)
- Central Banking (BBI)
- Business Planning & Entrepreneurial Management (BMS)
- Stress Management (BMS)
- Indian Ethos in Management (BMS)
- Brand Management (BMS)
- Recruitment & Selection (BMS)
- HRM in Service Sector Management (BMS)
- SHRM & HR policies (BMS)
- Services Marketing (BMS)
- Performance Management & Career Planning (BMS)
- Human Resource Planning & Information System (BMS)
- Research Based Project (BMS)

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### **PROFESSIONAL DEVELOPMENT:**

- Participated in One-Day National Conference on the theme “Emerging Trends in Innovation & Entrepreneurship Post Covid: Commercial and Social Aspects- 12<sup>th</sup> Sept 2022 organised by K.J. Somaiya College of Science & Commerce.
- Participated in an online workshop on “Create Virtual Classrooms” Organized by K.J Somaiya college of Science & Commerce on 13<sup>th</sup> and 14<sup>th</sup> July 2020
- Participated in online workshop on ‘Strategies for online TLP’ organized by IQAC, S. K. Somaiya College of Arts, Science and Commerce held on 10th & 11th July 2020.
- Participated in an online session on ‘Impacts of COVID 19 on Urban Economies’” organized by IQAC & Economics Club, S. K. Somaiya College of Arts, Science and Commerce held on 17th August 2020.
- Participated in ‘Investor Awareness Program’, conducted by Xcelerating Minds, Mumbai on 11/11/2020 in association with BSE- IPF.
- Attended the Faculty Development Programme on “Online Teaching and E-Content” on 11<sup>th</sup> & 12<sup>th</sup> June 2020 Organised by S. K. Somaiya College in Association with IIDE (Indian Institute of Digital Education)
- Participated in online session on ‘Building Digital Guardians’ conducted by Responsible Netism & organized by IQAC, S. K. Somaiya College of Arts, Science and Commerce held on 18th February 2021.
- Attended & participated in One Day Workshop on "Research Methodology for writing quality research papers"

- Presented and published a paper titled “**Assessing the impact and evaluation of employee training in private banking institution**”

### **ACADEMIC CONTRIBUTIONS:**

- As a **member of the Attendance** Committee my work is to maintain the attendance records in google spreadsheet, looking after defaulter’s list.
- As a **member of IQAC** since 2019 till date my responsibility is towards the development and success of the institute by actively working for NAAC Criteria’s.
- Coordinating with various departments for the same
- Compiling the data/information collected
- Working on Different Criteria’s of AQAR
- Collecting & maintaining all the supporting Documents in a Digital Form
- Uploading the relevant information/ documents from AQAR on NAAC Portal
- Maintained and presented all the relevant and supporting documents/ PPT in front of NAAC Committee in the year 2019
- Played a responsible role during CAS Process 2021
- As a **member of Autonomy** Committee collected & maintained last 5 years data of different metrics
- As a **PO (program Officer) of NSS** following are the responsibilities and contributions:
  - To coordinate NSS activities in accordance with the students’ ability and community demands.
  - To coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the scheme.
  - To coordinate various external resources available in the forms of government services, welfare agencies, and voluntary bodies for the success of the NSS programme.
  - To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme.
  - To promote community education through meetings, talks, news bulletins, discussions, etc.

### **MEMBER OF VARIOUS COMMITTEES LIKE:**

- NSS (Program Officer)
- IQAC
- Cultural Forum.
- Attendance Committee.
- Nature’s Club.

- Autonomy Committee
- Admission Committee
- Discipline Committee
- SC/ST Committee

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**EXPERIENCE:**

**Name of the College: Vikas College of Arts, Science & Commerce, Vikhroli (E) Mumbai.**

**Duration: June 2017- April 2018**

**Designation: Assistant Professor (BMS)**

**Roles & Responsibilities:**

- Conducting lectures and preparing the Study material for students.
- Providing guidance to the students for developing their career as well as making them familiar with different career opportunities.
- Conducting different learning activities such as lectures, workshops as and when required.
- Providing proper feedback on students' performance to foster learning.
- Motivating students to perform well in their subjects.
- Encouraging regular feedback from students and assisting them in the times of need.
- Ensuring strict discipline in the classrooms.

**EXPERIENCE:**

**Company Name: Integrity Solutions**

**Duration: Oct 2015- March 2016**

**Designation: HR Executive- Recruitment**

- Screening Resumes of the candidates as per clients requirement from Job portals like Naukri & Monster, also through personal reference
- Visiting to clients to understand their requirements
- Formatting the Resumes & sending it to the client
- Lining up the candidates for their interview
- Coordinating with clients & candidates
- Negotiating salary with the candidates
- Taking care of Joining formalities
- Following up of candidates till their joining.
- Maintaining the MIS
- **Clients Handled like-**

Asian Paints, Golden Swan Country Club, DHFL, Prism Life Science Pvt ltd, NPCI, Ola Cabs, Wellness forever, ASM, etc.

**EXPERIENCE:**

**Company Name: TR MANPOWER CONSULTANTS PVT LTD.**

**Duration: May 2015- Sept 2015**

**Designation: HR Trainee**

- Screening Resumes of the candidates as per clients requirement from Job portals like Naukri & Monster, also through personal reference
- Visiting to clients to understand their requirements
- Formatting the Resumes & sending it to the client
- Lining up the candidates for their interview
- Coordinating with clients & candidates
- Negotiating salary with the candidates
- Taking care of Joining formalities
- Following up of candidates till their joining.
- Maintaining the MIS
- **Clients Handled like-**  
Godrej, ICICI, Birla Sun Life Insurance, etc.

**EXPERIENCE:**

**Summer Project:**

**Company Name: Godrej & Boyce Mfg. Co. Ltd**

**Project Title: Study of Competency Matrix and Benchmarking Strategies of Godrej & Boyce Mfg. Co. Ltd  
(Locking Solutions & Systems)**

**Duration: May 2014-June 2014**

**Designation: Intern**

**Roles & Responsibilities:**

- Identified Competencies
- Developed Competency Matrix
- Identified Training Needs
- Developed Training Calendar
- Benchmarked Godrej & Boyce with B.K. Birla Century Rayon

This project primarily focused on identifying similar competencies which needed to be developed in various functional departments through which, I learnt how to develop competency matrix & identify training needs. I

also learnt about the benchmarking strategies with respect to HR practices used by Godrej & Boyce Mfg. Co. Ltd.

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**PERSONAL DOSSIER:**

**Date of Birth:** 12/07/1991

**Marital status:** Single

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

**Strengths:** 1) Eager to learn new things

2) Capable in working in a team

3) Good communication skills

4) Good IT skills

**Interest:** Singing (Learnt Indian Classical Music)

**Activities:** participated in case study competition & singing competition during academics

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**DECLARATION:**

I hereby declare that the information above is true to the best of my knowledge.

**Date:** 01<sup>st</sup> August 2024

**SHILPA N SABLE.**