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SAWOOD ANWAR

SKILLS

- Proficiency in Microsoft office applications.
- Strong sociable and communication skills.
- Digital marketing
- Data Analysis Tools and Techniques.

EDUCATION

Pursuing **Mater in Commerce**

- **Directorate of Distance Education (LNMU)**, Darbhanga, affiliated to government.

National Eligibility Test for Assistant Professor

- **University Grand Commission**, New Delhi (2014)

Subject:
Management

Master in Business Administration

- **GIMT**, Greater Noida, affiliated to **UPTU**, Lucknow (2009-2011)
Score: 59.14%UPTU

Subjects:

Finance, Human Resource Management, Managerial Economics, Supply Chain Management, Project Management, Marketing Management, Entrepreneurship Development, Strategic Management, Production & Operation Management, MIS

- Majored in Finance
- Minored in Human Resource Management
- Dual Specialization- Finance & HR
- Open Specialization- Project Management

GRADUATION

- **Aligarh Muslim University**, Aligarh (2005-2008)
Score: 59.07% AMU

Subjects:

Botany, Chemistry, Zoology, English, Urdu

INTERMEDIATE:

- **C M Science College**, Darbhanag (2000)
Score 78.20%, BIEC

Subjects:

Biology, Physics, Chemistry, English, Urdu

MATRICULATION:

- **Raj High School**, Darbhnaga (2007)
Score 63.34%, BSEB

Subjects:

Mathematics, Science, Social Studies, English, Hindi, Urdu

WORK EXPERIENCE

Worked as **Human Resources Executive in Rose Int. IT, New Delhi**
2015-2018

- Developed and executed HR policies and programs, workforce and job development, recruitment and hiring, compensation and benefits and employee and labor relations to build staff-focused human resources office culture.
- Efficiently delivered personnel information to management for speedy corrective action.
- Collaborated with senior management and performed helpful tasks, including benefits analysis, corrective action planning and big-picture data capturing.

COURSE-WORKS

- **HUMAN RESOURCE DEVELOPMENT PROGRAMME AND ITS IMPACT ON EMPLOYEES (A case study of Small Scale Industries)**
- Summer Training at Kailash Hospital, Noida, (UP)

LANGUAGES

- **Hindi:**
Native and full Proficiency
- **English:**
Full proficiency
- **Urdu:**
Mother Tongue and full Proficiency

CERTIFICATES

- **Diploma in Computer Applications (DCA)**
2012
- **UGC NET University Grand Commission**
2014

WORKSHOPS & TRAINING

- Online Program on “Big Data Analytics from Beginning”, Organized by Institute of management Studies, Ghaziabad in Collaboration with IBM on October 31, 2020.
- Three days online training programme for Young entrepreneurs organized by RUSA 2.0-Entrepreneurship and Career Hub, University of Madras from 27th to 29th October 2020.
- Day 1 programme of Tele Grooming Series-3 entitled ‘Create, Share & Evaluate - Your own Digital Content’ which is organized by IFIC Branch of this organization on 26.11.2020.
- Day 2 programme of Tele Grooming Series-3 entitled ‘Create, Share & Evaluate - Your own Digital Content’ which is organized by IFIC Branch of this organization on 27.11.2020.
- One Day Online Training Programme ‘International Freight Forwarding’ held on 03 December 2020 organized by MHRD RUSA 2.0- Entrepreneurship & Career Hub, University of Madras.
- Three Days online Young Entrepreneurship Training Programme organized by RUSA 2.0- Entrepreneurship and Career Hub, University of Madras, Chennai from 22th to 24th October 2020.
- “Four Days Online Workshop on Econometric Models: Theory & Practice” organized by Department of International Business, Alagappa University, Karaikudi from 13/10/2020 to 16/10/2020.
- Final Series of the Entrepreneurship Training Programme ‘Phases of an Entrepreneurial Journey - Being an Entrepreneur’ held on 03 November 2020. (University of Madras RUSA 2.0 Entrepreneurship & Career Hub)
- “Three Days Entrepreneurship Training Programme on Event Management, Poultry Farming and Sana Appalams” organized by RUSA 2.0, Entrepreneurship & Career Hub, University of Madras held during 19th to 21st October 2020.
- Two day Workshop on Research Methodology and Publication Ethics organized by Dr. B. R. Ambedkar Central Library, Jawaharlal Nehru University, New Delhi from October 22nd - 23rd, 2020.

- One day workshop on INVESTIMENTO conducted by Department of management Studies, University of Madras on 11th October 2020
- One week International Research Oriented Programme from 26 to 31.10.2020 organized by M.M Institute of Computer Technology, Maharishi Markandeshwar (Deemed University), Mullana, Ambala, Haryana in association with Elsevier India and RAXLab Inc.USA.

HOBBIES

- Volunteering community involvement,
- Learning languages,
- Reading Poetry,
- Listening Podcasts.

SEMINARS & CONFERENCES

- “Research & Intellectual Property Rights”, held on 4 December 2020, Organized by Department of Mechanical Engineering, Medi-Caps University, Indore in association with Al Asyariah Mandar University, Indonesia.
- “Advanced & Emerging Applications in Big Data and Machine Learning” organized by Institute of Professional Excellence and Management Ghaziabad(U.P) India on 19.12.2020.
- “Application of Mathematical Tools in Social Sciences and Sciences (Online)” organized by Zakir Husain Delhi College, University of Delhi from October 17-18, 2020.

WEBINARS

- Webinar on “Advanced Materials Characterization Techniques and Corrosion in Concrete and Concern of Quality in TSQ in rebars” on November 19, 2020, Department of Civil Engineering, Mizoram University.
- National webinar on "E-MOBILITY IN INDIA", Organized by the Department of Electrical and Electronics Engineering, New Horizon College of Engineering, Bengaluru, in Association with SkillShark EduTech Pvt Ltd, Hyderabad. On 26/10/2020
- Webinar on “Online News Content: An Integral part of Research and Library e-Resources” organized by Balani Infotech Pvt. Ltd. On 19th November 2020.
- Webinar on “Publication Ethics and Plagiarism” on 16 October, 2020, Organized by BVICAM, New Delhi.
- Webinar on “Education and Technology” held on November 3, 2020, Organized by Department of Education Mizoram University.
- Webinar on “Value of IPR in Academic Researches” on 21 November 2020 , organized by BVICAM, New Delhi.
- Webinar on Commodity Derivatives Market organized by NCDEX Institute of Commodity Markets & Research (NICR) in collaboration with Siva sivani Institute of Management,Hyderabad, held on 14 October 2020.

- Webinar on “Contemporary Relevance of International Finance” organized by Department of International Business Management, Alagappa University, Karaikudi on 7/10/2020.
- Webinar entitled ‘Data Analytics Tools for Chemistry Researchers’ organized by Department of Chemistry, Dr. B. R. Ambedkar National Institute of Technology Jalandhar.

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- One Day Online Programme ‘Art & Entrepreneurship’ held on 14 October 2020 organized by MHRD RUSA 2.0- Entrepreneurship & Career Hub, University of Madras.

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