

## **RESUME**

**MRS.SHAISTA SIDDIQUI**

Mobile.No- 9981431103

Email Id-[shaistasidd1984@gmail.com](mailto:shaistasidd1984@gmail.com)

Address opposite,Sharam Kalyan Kendra  
Pachmatha,Ghoghar

Rewa( M.P)

Pincode: 486001

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### **Career Objective:**

To build a career in a teaching profession to help and motivate students in achieving their goals through my best knowledge and efforts

### **Professional Experience:**

Working as a Guest faculty in Study centre for MBA (IR & PM) of Awadhesh Pratap Singh University, since 2008 till date.

### **Professional Skills:**

- Knowledge in utilizing the all modern teaching aide such as computer, internet suffering, power point presentations etc
- Ability to organize student development activities like Management festivals and Industrial tours.
- Own knowledge about the internal administrative tasks that are performed within department.
- Papers taken are Business Communication, Computer Application, Managerial Economics, Research Methodology, Labor Management and Industrial Relations.

### **Professional qualification:**

Post Graduation in Master of Business Administration (Human Resource management & Marketing Management) from A.P.S. University, Rewa (M.P.) in the Year 2007 with 67%

### **Academic Qualification:**

- BSc ( Bachelor of Science ) From A.P.S University Rewa with 53%.
- High Secondary Education in Science from M.P Board Bhopal in the year 2001 with 64%

- High School Education from M.P Board Bhopal in the year 1999 with 60%

### **Summer Training:**

**Title:** - ERP as a facilitator for all Commercial Applications

**Organization:** - Jai Prakash Associates Limited (Jaypee Rewa Plant)

**Duration:**-42 Days

**Scope:**-To find out the Significance of ERP in Facilitating daily routine work in a large organization.

### **Conference, Seminar & Workshop Attendance**

1. Participated in National Conference on Emerging trends & challenges in management, organized by department of Business Administration APS University Rewa, March 2012
2. Participated in Work Shop on Stress Management organized by MBA (IR&PM) APS University Rewa, March 2013
3. Participated in National Conference on Dignity in Mental Health Organized By APS University, October 2015

### **Personal Information:**

- Father's Name: Late. Salimuddin Siddiqui
- Date of Birth: 5th March 1984
- Marital Status: Married
- Gender: Female
- Religion: Islam
- Nationality: Indian
- Language Known:- English & Hindi

**References:**

- **Prof. Atul Pandey**  
Head, Deptt. of Business Administration,  
Prof. in-charge M.B.A. (IR & PM)  
A.P.S. University, Rewa (M.P.)  
E-mail: atulpandey1@yahoo.com  
Mobile : 9425471030, 8770938963
  
- **Prof. A. K. Srivastava**  
Ret. Prof. in-charge M.B.A. (IR & PM)  
A.P.S. University, Rewa (M.P.)  
E-mail : aksrivastavaapsu@gmail.com  
Mobile : 09425363624

**Declaration:** I hereby declare that all the above information is true to the best of my knowledge.

**Place: Rewa**

**Date: 17/04/2023**

**(Mrs. Shaista Siddiqui)**