**Dr. Varsha Yadav**

**Assistant Manager HR (Ph.D.)**

Address: **Bur** **Dubai, Dubai**

Email: **varshayadav.ubs@gmail.com**

Contact: **+971-583075702**

**Summary**

A dedicated and accomplished professional having a strong background in business management, academic research, and publications. My doctoral research commitment to an in-depth exploration of several aspects of workforce has cultivated invaluable skills like patience, analytical depth, adaptability, and unwavering focus. Having 7 years of extensive experience, I feel confident in my ability to excel in many roles, offering a rare blend of expertise, perseverance, and adaptability.

**Achievements**

* Awardee of Junior Research Fellowship and CSS scholarship
* Successfully published work SCOPUS and UGC CARE journal
* First among the batch of 120 students to successfully complete and submit thesis work
* Qualified National eligibility test candidate

**Skills**

* Attention to Detail
* Interpersonal Skills
* Problem Solving
* Editing, proofreading and Academic/ Scientific Writing
* Communication
* Ms Office

**Experience**

**Assistant Manager**

**Bloom February 2023 - January 2024**

* Talent scouting as per business requirements
* Planning and conducting internship drives
* Assisting with business management decisions
* Compile and update employee records
* Properly handle complaints and grievance procedures

**HR Assistant**

**Kaamyaab India January 2022 - October 2022**

* Co-ordinating with local recruitment agencies
* Screening resumes, scheduling and conducting interviews
* Setting KPI for staff and their performance appraisal

**Researcher**

**Haryana School of Business January 2018 - December, 2021**

* Extensive research work on employees of service sector employees
* Data Collection and Analysis
* Academic writing and editing
* Proofreading and style adherence
* Presented papers in annual national conferences

**Guest Faculty**

**Postgraduate Govt. college sector-11, Chandigarh August 2017 - December 2017**

* Taught graduation students
* Attendance Management
* Examination duties and assessment of students

**Cashier**

**T. Choithrams & Sons November 2016 - July 2017**

* Currency and Invoice management

**Management Trainee**

**HDFC Bank May 2015 - July 2015**

* Project on Digital Banking,
* Maintaining record and customer support

**Education**

* **Doctor of Philosophy (Ph.D.) December 2022**
* **Masters of Commerce (Hons.) July 2016**
* **Bachelor of Commerce (Hons.) July 2014**