

# Kaustubh Mahesh Vaijapurkar

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## Career Abstract:

A) MBA in Human Resource Management, M.Com in Advanced Accounting, B.Ed.

B) Teaching experience 7 year & Corporate experience 3 years.

**To work in professional environment as a part of highly skilled team professors and other Faculty/staff members this would in turn nurture my skills for the benefit of both the institution and self.**

## Organisational Experience:

1. Employer	:	<b>K. V. Pendharkar College</b>
Job Title	:	<b>B.M.S Professor (Full Time)</b>
Duration	:	<b>June 2013 - Till Date.</b>
Job Profile	:	

- The Subjects Handled for **FY** is Foundation of Human Skills, Principles of Management. The Subjects Handled for **HR Group** are Recruitment & Selection, Training & Development, Performance Appraisal & Career Planning, Strategic Human Resource Management & HR Policies and Industrial Relations.
- The Subjects Handled for **Marketing Group** are Tourism Management, Customer Relationship Management and Retail Management.

### **M.Com (Management) Part II -**

- Sem III: Human Resource Management
- Sem IV: 1. Supply chain Management and Logistics  
2. Retail Management

## **Webinars/Quiz:**

- Three Days crash course in **“Tools and Techniques for Virtual Teaching-Learning”** held from 29<sup>th</sup> June to 1<sup>st</sup> July 2020, by IQAC of DSPM's K.V.Pendharkar College.
- **“New Age Tools for Teaching Online”** held from 28<sup>th</sup> June to 30<sup>th</sup> June 2020, by Academisthan, Mumbai University.
- International Webinar on **“HR Challenges and Responses - Under Global Pandemic”** organized by I.Q.A.C. in association with Department of Commerce & Bachelor of Management Studies of the College, on Saturday 13<sup>th</sup> June, 2020.
- Inter National Webinar on **“Cyber Security strategies in Corona virus crisis”**, Organized by Department of BSc- I.T on 8<sup>th</sup> June 2020.
- **“COVID-19 Awareness Program”** held on 5<sup>th</sup> July 2020 by NCC unit DSPM's K.V.Pendharkar College.
- **“Research Quiz Competition”** held from 01<sup>st</sup> June to 7<sup>th</sup> June 2020, by RBT College of Education, Dombivli.

- **“Online Quiz Competition on Covid-19 Awareness”** held on 14<sup>th</sup> May 2020, by Matushri Pusphaben Valia College, Borivli, Mumbai.
- International Webinar on **“Application of Chanakya Niti in Modern Education”** held on 11<sup>th</sup> May 2020, by Shetty College, Mumbai.
- National Webinar on **“Understanding H in HR”** held on 9<sup>th</sup> May 2020, by IQAC Pragati College of Arts and Commerce, Dombivli.
- **“How to use Turnitin Software for your Research”** held on 4<sup>th</sup> May 2020, by Guru Nanak Institute of Management Studies.
- **“Faculty Development Program”** held on 3<sup>rd</sup> May 2020, by Tilak College of Science and Commerce, Vashi and North Strom Academy.
- **“Covid-19 Pandemic Quiz”** organize by Takur College of Science and Commerce, Mumbai.
- **“IT Quiz”** held on 4<sup>th</sup> May 2020, by D.T.S.S College of Commerce, Malad, Mumbai.
- International Conference **“BHAVISHYA of India after COVID-19”** held on 2<sup>nd</sup> May 2020, by Thakur college of Science and Commerce, Mumbai.

#### Seminar/ Workshops:

- One Day International Workshop on, **“Synergising Innovation and Entrepreneurship”** held on 29<sup>th</sup> February 2020 by S.S.T college of Arts and Commerce, Ulhasnagar.
- Participated in two-day national level workshop on **‘Why and How to ask Questions?’** held on 6<sup>th</sup> and 7<sup>th</sup> January, 2018 in D.S.P,M’s K.V. Pendharkar College.
- Workshop on **“Interview an GD Preparation”** held on 12<sup>th</sup> December 2017, by Times of India Group.
- Workshop on **Faculty Development Programme** held on 22<sup>nd</sup> February 2016, by DSPM’s K.V.Pendharkar College, Dombivli.
- Workshop in **Faculty Development Programme** held on 27<sup>th</sup> September 2014 by Universal Business School, Karjat.oup.
- Attended a Workshop on **“Faculty development program”** at Universal Business School, Karjat. Sep’2014. Attended a Workshop on **“Avishkar”** organized by Mumbai university on July, 2014.

#### Paper Presented:

- Paper presented and published on the topic **“Work-life balance w.r.t. Teaching Profession”** at National Conference on Accounting, Finance and Management- Current Issues and Development. Feb’2015, K.V.Pendharkar College. **ISBN No.978-81-925842-1-8.**

#### Resource Person/Guest Lecturer:

- A Guest Lecture on **“Organisational Behaviour and Human Resource”** in Royal International School & College for SY BMS Students.
- Resource person for Integrated Certificate Course in **SAIME Course** (Soft skills, Awareness, IT, Management & Entrepreneurship); held on January-February 2016. **Topic:** HR, Employee ability skills, Office Etiquettes and Soft Skills.
- Short course in Commercial Knowledge and Management for SYBMS.

### **Project Guide/External Examiner:**

- External Examiner for TYBMS projects in Royal College in 2018-19.
- External Examiner for TYBMS projects in Saket College in 2016-17.
- Guide for TYBMS projects.

### **Paper Setting/Moderation:**

- Paper setter for FY and SYBMS.

### **Subjects:**

- Foundation Of Human Skills
- Principles Of Management
- Recruitment & Selection, Training & Development
- Tourism Marketing
- Moderation for FY, SY and TY BMS.

### **Other Activities:**

- Mentor of FY and TYBMS.
- Organizing industrial visit and departmental events.
- Organizing Workshops and Seminars for BMS students.

### **Committee Responsibilities:**

- NSS – National Service Scheme.
- Placement Cell and Attendance Committee.
- Collegiate event – “VALAY”
- Youth Festival.
- INT (Indian National Theater) Drama held in November 2015.

**2. Employer : Pragati College of Arts & Commerce**  
**Job Title : Commerce Professor (Part Time)**  
**Duration : 2019 - Till Date**  
**Job Profile :**

- The Subjects Handled for XI Std. are Organisation of Commerce & Management and Economics.

**3. Employer : KEC International Ltd., Thane.**  
**Job Title : Trainee**  
**Duration : 07<sup>th</sup> Feb 2012 to 31<sup>st</sup> July 2012**  
**Job Profile :**

- Creating and maintain database/ files/ records on employee details.
- Updating records regularly, sorting and tabulating data, Keeping track of leaves for all employees.
- Generating reports and statement, furnishing MIS Reports on daily basis.
- Creating muster for employees for salary, creating salary data in Time Office.

4. **Employer** : **NeurallIT Pvt. Ltd., Airoli, Navi Mumbai.**  
**Job Title** : **Executive**  
**Job Profile** :

- Verification of bills, Mediclaims and other insurance related documents.
- Association of scanned documents, creating patient ids.
- Maintaining records of claims, generating medical reports.

5. **Employer** : **CST International Airport, Mumbai.**  
**Job Title** : **Customer Service Executive.**  
**Job Profile** :

- Immigration and custom clearance of flight.
- Assistance to passenger, transit flight.
- Clearing baggage on departure and arrival, Escorting first class passengers.

**Academic Credentials:**

- 2019 - B.Ed from Mumbai University.
- 2016 - M.Com in Advanced Accounting from Mumbai University.
- 2012 - MBA in Human Resource Management from YCMOU., Nashik.
- 2010 - Training Program in "Customer Services" in Vodafone.
- 2009 - B.COM from Mumbai University.
- 2009 – Training Program in "Airport Ground Service" from Livewel Aviation.

**Personal Details:**

- Date of Birth : 30/01/1988
- Marital Status : Married
- Nationality : Indian
- Linguistic Ability : English, Hindi and Marathi.

**Address:**

303, B Wing, Shivam, BalajiAangan Complex, New Thakurli Road, Thakurli (East).421201.

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**Declaration:**

I hereby declare that information mentioned above is true to best of my knowledge and belief.

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**Kaustubh M. Vaijapurkar**