



# MOUMITA BHATTACHARYA

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Barasat Housing Estate, Phase-2, Block No.- B-7, Flat -5, Noapara, Barasat, Kol-125, W.B.

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## PROFESSIONAL SUMMARY

1. Worked as HOD & Assistant Professor at Global Group of Institutions (MAKAUT, WB.), Haldia, with 14+ years of experience teaching undergraduate and graduate courses in Human Resource and General Management. Actively participated in continued learning through conferences and seminars. Believed in students' abilities to learn and inherent thirst for knowledge with the right environment. Actively worked to connect students to their material to transform lives.
2. Worked as Liaison concerning the university's portfolio of courses, admission criteria, social and academic facilities, coordination of university's examination in order to provide high quality and accurate advice and guidance to potential applicants and advices for educational best practices.

- Carried teaching load (4 courses annually) with administrative obligations & as an Academic Advisor.
- Participated in the faculty workshop series conferences and other facets of the intellectual life of the business school.
- Devoted substantial time to research writing and other scholarly pursuits.
- Being an HOD, I mentored students' developing individualized academic action plans as needed.

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## AREA OF INTERESTS

- Human Resource Management.
- Personnel Management.
- Strategic Human Resource Management.
- Human Resource Planning.
- Human Resource Accounting.
- Organizational Behaviour etc.

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## WORK EXPERIENCE

**Organization: Adamas University**

✓ **Designation: Assistant Professor, Department of Management, School of Business & Economics**

✓ **Place: Barasat, W.B.**

✓ **Period: From July 2024 – till now.**

✓ **Work Responsibilities:**

- Teaching classes, administering tests and reviewing students' progress and educational development.
- Offering guidance to students regarding course choices, programme study and other academic requirements.
- Organizing lectures and project works on the course subjects.

- Conducting Retail visit for encouraging the practical enhancement of both graduate and post graduate students.
- Conducting News Analysis Session both for graduate and post graduate students for keeping them updated.

**Organization: Adamas University**

- ✓ **Designation: Teaching Assistant, Department of Management, School of Business & Economics**
- ✓ **Place: Barasat, W.B.**
- ✓ **Period: From January 2024 – June 2024.**
- ✓ **Work Responsibilities:**
  - Teaching courses in Organizational Behaviour, General Management & Business Analytics to both graduate and post graduate students.

**Organization: Global Group of Institutions, Affiliated to Maulana Abul Kalam Azad University of Technology, Govt. of West Bengal**

- ✓ **Designation: Academic Advisor & HOD in Business Management & Hospital Management.**
- ✓ **Place: Haldia. W.B.**
- ✓ **Period: From June 2009 – September 2023.**
- ✓ **Work Responsibilities:**
  - Taught courses in Human Resource Management, General Management & Financial Management to both undergraduate and graduate students.
  - Prepared syllabi, curricula, class routines, reading materials, tests, & quizzes, grade exams & papers, giving detailed feedback.
  - Created curricula in accordance with departmental standards & delivered lectures and facilitated classroom discussions on analysis of case studies, critical theory, structure, and style.
  - Regularly met with students during office hours to address concerns and offer feedback.
  - Provided letters of recommendation and other referrals to students pursuing further programs.
  - Participated in campus extracurricular events, including Workshop & Conference.
  - Kept thorough records of student scores and attendance; provided extra assistance to students as needed.
  - Met regularly with other teaching assistants and lecturer to discuss progress and addressed concerns & inputted all student records into database.
  - Organized need based PTM once / twice in a month for concerning students' development.

**Organization: KKK Facterl Info Services Pvt. Ltd.**

- ✓ **Designation: HR Executive**
- ✓ **Place: Kolkata**
- ✓ **Period: From October 2008 – May 2009**
- ✓ **Work Responsibility:** Handled all the financial transactions & administration, took the first-round interview of the eligible applicants.

**PUBLICATIONS**

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- ✓ Published abstract in conference proceeding in 4<sup>th</sup> International Conference on Recent Trends in Engineering, Technology & Management (**ICRETM**), **2024** at Suguna College of Engineering, Coimbatore in association with Samarkand State University, Uzbekistan; ISBN:- 978-81-965908-7-1, published by: OSJET, Chennai. Paper titled: **Exploring the Impact of Job Involvement and Work Life Balance on Job Satisfaction among Sales People, Health Care Representatives & R&D Executives in Kolkata, West Bengal.**
- ✓ Book chapter on “**Exploring the Impact of Job Involvement and Work Life Balance on Job Satisfaction among Financial and Health Care Personnel in Kolkata**” accepted for publication in Book titled “**Agile Sustainable HR Practices: A Synthesis of Diverse Studies**” in **Bentham Science.**

## CONFERENCES

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- ✓ Presented Paper at 4<sup>th</sup> International Conference on Recent Trends in Engineering, Technology & Management (**ICRETM**), 2024 at Suguna College of Engineering, Coimbatore in association with Samarkand State University, Uzbekistan; Paper titled: **Exploring the Impact of Job Involvement and Work Life Balance on Job Satisfaction among Sales People, Health Care Representatives & R&D Executives in Kolkata, West Bengal.**
- ✓ Presented Paper at 6<sup>th</sup> Doctoral Colloquium on Contemporary Issues in Management at IMS Group of Colleges, Affiliated to MAKAUT, Govt. of W.B.; Paper titled: **An Integrated Approach for Appraising Selected Software Companies using Multi-Criteria Decision-Making (MCDM) through TOPSIS.**

## SKILLS:

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1. Strong critical and analytical skills with reading, writing, and comprehension
2. Passion for connecting students to learning modalities that incite their interest in the Humanities
3. Skilled at explaining and explicating material in a manner that students of varying levels can digest
4. Exceptional speaking skills without losing train of thought or direction
5. Pleasant personality to connect with students and colleagues
6. Voracious appetite for increased knowledge

## ACADEMIA:

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- ✓ Enrolled for PhD in Management at Adamas University (Enrolment No.: PHD-2024-4034)
- ✓ Completed Master in Social Work (MSW), from **IGNOU** in the year 2017.
- ✓ Completed MBA from **Vishva-Bharati University** (Finance/HR) in the year 2008.
- ✓ Completed B.SC. from **Burdwan University** with Botany Hons. in the year 2006.
- ✓ Completed Higher Secondary from West Bengal Council of Higher Secondary Education in the year 2002.
- ✓ Completed Secondary from West Bengal Board of Secondary Education in the year 2000.

## PERSONAL INFORMATION:

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Date of Birth : 02/04/1986  
Nationality : Indian  
Sex : Female  
Marital Status : Married  
Languages known : English, Bengali and Hindi

## HOBBIES & INTEREST:

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Enjoying writing personal works, Reading Books & Magazine, Travelling

## REFERENCES:

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- Dr. Radha Tamal Goswami, Pro Vice Chancellor – Adamas University, Kolkata, West Bengal. Contact: +91 9903993395.
- Dr. Siddhartha Das, Professor - Metallurgical and Materials Engineering, IIT, Kharagpur, West Bengal. Contact: +91 9434016998.
- Dr. Mir Abdul Sofique, Head of the Department of Management, University of Burdwan, West Bengal. Contact: +91 342 2634975 Ext 463 / +91 9734048902.

## Declaration:

I affirm that the above information is true to the best of my knowledge

Date:

Place: Barasat

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(Moumita Bhattacharya)



