

# Preeti Belgaumkar

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## OBJECTIVE

An ambitious & motivated management professional with excellent inter-personal skills and extensive experience in academic teaching (BBA & M.Com), leadership roles, coordinating teams/events, client/grievance management, finance & accounting, institution accreditation policies, networking & communication, report writing.

**With 13 years of experience in management studies (both corporate & academic), I am now eyeing for the role of a Coordinator/other Institutional management roles.**

## PROFESSIONAL EXPERIENCE

### *Academic:*

**Presently working as Assistant Professor, Admission Co-ordinator sand CDC Executive at IEMS B-School, Hubli**

**Lecturer, JSS SMI UG & PG Studies, Dharwad**

**2013 ~ 2021**

Below is the summary of the different roles I have worked in during my work-span so far:

### 1) HOD (Acting), Department of BBA:

- Served as an acting HOD for a duration of two months
- Major responsibilities: Ensure smooth running of the Department, Allotment of resources (teachers, hours subjects, etc), conduct & monitor internal examination, time table creation & distribution, supervision, conduct teachers meeting to discuss issues/blocks
- Apart from acting as an HOD, manage personal classes, academic progress & timely completion of syllabus

### 2) Lecturer (Full – time):

- Deliver lectures on all subjects involving Finance & accounting for both BBA and M.Com students
- Involved in NAAC Accreditation (2016) with complete responsibility of documentation (student feedback-forms, Analysis, etc) & report writing
- Involved in Question Paper Scrutiny Panel & in the valuation process of examinations held for 1-3<sup>rd</sup> years of BBA, at Karnatak University, Dharwad (2014 – present)

### 3) Chairman, BBA Association:

#### **Principal Coordinator, SHOWCASE, Management Fest (2014 – 2017)**

- Successfully coordinated SHOWCASE, a management fest held for all management students of Hubli-Dharwad, at Dept of BBA, JSS College, for the last 4 years.
- Single handedly, created and managed different student/teacher teams, supervised teams to ensure smooth running & completion of the event; taken sole responsibility of the entire event.

- Strength of Students during the event: 400-500 from 10 to 15 colleges across Hubli-Dharwad
- **Qualities:** Quick but balanced decision making, sound organizational skills, people management & leadership skills acquired and used during all the four years for successful completion of the fest.

**Coordinator, SRUJANOTSAVA, State-level Management Fest, JSS College, Dharwad**

- Major networking & communication event, with state-level participation
- Also responsible for anchoring and conducting the opening ceremony

**Lecturer, KLE Society's S. Nijalingappa College, Bangalore**

2010-2012

- Highest performing candidate, even-though I was a fresher, at the KLE Society's Teacher's assessment Programme; involved 3-day rigorous tests, student feedbacks, personal interviews, etc; Secured +90% Salary Hike through this event.
- Coordinator in organizing a state-level event, "Symposium on Research Methodologies & Practices", 2011 at S. Nijalingappa College, Bangalore; Also responsible for anchoring & conducting various ceremonies during the event

**Other:**

**Guest Faculty (Part-time) at Akkihal college of Commerce & Management, Dharwad  
2013 –2014**

**Guest Faculty (Part-time) at Karnataka College, Dharwad  
2013 –2014**

**Lecturer (Part-time) at BNES PU & Degree College, Bangalore  
2009 – 2010**

**Lecturer (Part-time) at SSMRV College, Bangalore  
2009 – 2010**

**Corporate:**

**Assistant Branch Manager, HDFC Bank Ltd , Bangalore**

2007 ~ 2009

- Served as a Personal banker & Cashier alternately, with change every 6 months
- Responsible to solve all customer related queries (CRM ) as personal banker; 1-1 interaction with clients
- As a cashier, I was responsible for selling Insurance policies, FDs, mutual funds apart from being responsible for the cash inflow
- Major learning: Grievance handling mechanism, CRM , time-bound delivery, negotiating & convincing;  
Involved both HR & Marketing skills

**Management Trainee, Karvy Stock Broking, Bangalore**

2006-2007

## EDUCATION

- ✓ Pursuing PHD in Management at KLE Technological University,Hubli from Sep 2021
- ✓ Master of Commerce  
*IGNOU; Aggregate: 71%*
- ✓ *Post Graduate Diploma in International Business Operations(PGDIBO)*  
*IGNOU 71%*
- ✓ Master in Business Administration (MBA)  
*ICFAI National College, Belgaum; CGPA: 6.9*  
*2006*
- ✓ Bachelor of Commerce (B.Com)  
*2004*  
*Bangur Nagar Degree College, Dandeli; Aggregate: 81.33%*

## EXTRAS

- Obtained certification in Diploma in Computer Application
- Successfully completed a Technical Writing course
- Attended “Faculty development programme” at ICFAI, Bangalore;  
*Major takeaway: Networking with state-wide teachers to improve teaching skills*
- Attended a State level management conference at Chetan Business School, Hubli
- Completed FDP in Strategic Management under AICTE
- Presented and participated in national and International Research paper presentation competitions.
- Participated in One day State level workshop on GST at KLE Society’s Mrityunjay College of Arts and Commerce,Dharwad in Jan 2023
- Completed certification course on Intellectual Property Rights by Turnip Innovations Ltd in December 2022
  - As an admission co-ordinator of MBA college,I was able to bring around 30 MBA within a span of one year.
  - As a placement officer in MBA college , conducted more than 10 placement drives and have successfully placed 30 students of MBA final year in various companies
  - Also conducted and co-ordinated many events and programmes during my service at IEMS B-School such as UTSAV -2022,Youth festival 2022 etc.
  - Organised and co-ordinated a training program for MBA second year students in 2022 on ADVANCED EXCEL .

## PERSONAL INFORMATION

- Date of Birth: 24/ Aug/ 1982
- Marital Status: Married
- Languages: English (Fluent)  
Hindi (Fluent)  
Kannada (Mother-tongue)  
Marathi (Beginner)
- Hobbies: Music, following economic trends, travel, Reading

I ,the undersigned,Prof. Preeti Belgaumkar hereby declare that the information given above are true to the best of my knowledge.

Prof. Preeti Belgaumkar