



Dr. PUSHPA KUMARI

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PROFILE:

Assistant professor, Program Administrative and HR with an experience of 12+ years, and seeking for a challenging and rewarding opportunity in the institution or industry which is in line with my academic background and which effectively utilizes my analytical and technical skills.

WORK EXPERIENCE:

- **St. Joseph's Degree & PG College -Hyderabad (4th Sept 22 to 8th May23)**
-Assistant Professor (Department of Business Management).
- **Avanthi Institute of Engineering and Technology (June 2018-May 2019)**
-Assistant Professor-MBA (Human Resources Management)
- **Ambedkar Institute of Management Studies (July 2015-Dec 2016)**
-Assistant Professor-MBA (Human Resources Management).
- **Kranti Corporate services part time (June 2014-Feb 2016)**
-HR Executive and Admin officer, trained and demonstrated to HR executive.
-Worked on recruiting processes including sourcing, interviewing, reference checking, tracking, and salary negotiations by planning strategies and giving attention to details.
-Maintained employee database via different technologies.
- **Viswateja School (June 2014-Aug 2015)**
-Worked as an Administrative Officer and HR.
-Set up and maintained efficient office systems within the school's admin office, including manual and computerized information retrieval systems and database using Edulive software program.
-Managed the compilation and maintenance of the school equipment inventory set objectives, and carried out appraisals for administrative assistants and other relevant support staff.
- **Educomp Solutions Ltd.(MNC) (May 2010-May-2014)**
-Worked as Programmer Administrator, Trainer, smart class coordinator, and computer instructor and addressed to client problems with long term solutions.
-Handled Program administration of the organization and managed the secretarial tasks, inspections, file maintenance along with technical support.
-Maintained company documents, reports via MS-office and internet-based.

- **IGNOU Study center(Chips Software System (Dec 2008-April 2010)**
 - Faculty of Computer Application for BCA students and Project Coordinator.
 - Responsible for Program administration of the organization.
 - Managed mail services for the company.
 - Responsible for coordination of teamwork and work guidance.
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Notable Additional Task:

- Prepared monthly and individual performance reports for the team and the portfolio thus helping effective and timely feedback be provided to the staff.
 - Provided a Pareto analysis (20% work but 80% benefit) to the respective managers thus helping them concentrate on the high-risk areas effectively reduce the errors and maintain the highest quality standards.
 - Conducting process refresher sessions for better understanding of the process and testing their understanding by conducting process assessments.
 - Identified drawbacks in the current application and suggested changes.
 - Monitored the occurrence of application downtime and made a study on it which helped the management to find an alternative that saved a lot of downtime wastage and identified the skill gap within the team members and highlight the same for action.
 - Prepared a checklist/process mind mapping which helped the processing analysts to avoid silly errors and I increased the overall quality of the process, also it was shared with the On-Shore partners which were highly appreciated, are now being followed by them too.
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EDUCATION QUALIFICATION:

- **Gandhi Institute of Technology and Management-GITAM, VIZAG (2019-2024)**
 - A waded on Doctor of Philosophy in Human Resources Management (Full time-Ph.D. in HRM)

Thesis title- Impact of Emotional Intelligence on work-lifebalance of doctors in the healthcare sector: A Study of Coastal Andhra region

- **Samata College-Andhra University, VIZAG (2016-2018)**
 - Masters of Business Administration in Human Resource and Marketing.

- **Annamalai University, VIZAG (2013-2015)**
-Masters of Business Administration in Human Resource Management- First Division.
- **Indira Gandhi National University (IGNOU), KOCHI (2010)**
-Master Degree in Computer Application (MCA)- First division
- **Indira Gandhi National University (IGNOU), KOCHI (2008)**
-Bachelor of Computer Application (BCA)-First division
- **Kendriya Vidyalaya, Varanasi (1998)**
-Intermediate, CBSE
- **Kendriya Vidyalaya, Varanasi (1996)**
-AISSE, CBSE

OTHER QUALIFICATION AND CERTIFICATION:

- **Total Publication-11.**
- **Published article in Scopus-2, ,Web of Science-2, UGC carelist-2 and ISSN Books- 5.Published in legume Research-An International Journal, SCI indexed journal-1.**
- **Enrolled for Business analytics followed by HR analytics from IIM Visakhapatnam.**
- Awarded position of Topper in NPTEL course-Leadership and Team Effectiveness, Marketing and research Analysis. (note:pursuing-4 courses 1)Business Intelligence and Business analytics,2)Business Analytics for Management Decision,3)Business Analytics and Data mining modeling using R,4)AI in Human Resources Management)
- National level online Faculty Development Program on ChatGPT and AI tool, organized by St Joseph's College in association with The Kerala State Higher Education Council.
- Government certified Professional course on certificate course on HR Data Analyst.
- Delivered lecture on the Topic "Work Life Balance" as a guest/Speaker person in the online Faculty development Program on Capacity building for Teachers on 21st century managerial skill" march 2022 Cambridge institute of Management Ranchi.
- Participated in Workshop relevant to Research Methodology, Case writing methodology and presented articles in conferences (Awarded with certificates).others-15workshop.
- IB services and Technology-HR, Recruitment, and training for AIRS.
- Aptech-Course on advanced Java with the real-time project through Oracle (2015).
- APTEC-SAP- Human Resources (2014-2015).
- IGNOU-CIC certification in computing (2004).
- ICSI-Workshop on "Companies Act 2013" at Dr. L. Bullayya College, Vizag.
- S.P Mandali's Prin.L.N. Welingkar Institute of Management Development and Research-Workshop on case methodology and case writing sponsored by AICTE, Mumbai.
- Datapro -Post-Graduate Diploma in Computer Application (PGDCA), Vizag (2005).

Personal Details:

Marital status: Married

Husband name: M.Kumar (Indian Navy)

Father: Late Keshaw Prasad (Kendriya Vidyalaya)

Mother: Late kusmi Devi

Languages Known:

English (spoken and written)

Hindi (spoken and written)



GITAM SCHOOL OF BUSINESS

GITAM (Deemed to be) University

(Declared as Deemed to be University u/s 3 of UGC Act, 1956)

Visakhapatnam

Accredited by NAAC with A+ Grade

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26th March, 2024

Visakhapatnam

TO WHOM SO EVER IT MAY CONCERN

This is to present before you that Mrs. Puspa Kumari is a Research Scholar during the term 2019-2024 and I know her since last 4 years. I have been consistently impressed by her attitude towards her work and her performance in research. She has also been my mentee, her interpersonal and communication skills are excellent. Her contribution towards the department is also worth appreciating. She also has the analytical skills to diagnose problems and devise viable solutions and she is hardworking and sincere; her presence will be a valuable asset to any organization or firm she is associated with.

Her ability to work both as a member of group and as an individual with the same poise and composure is certainly one of her valuable assets. During her tenure Mrs. Kumari has shown an excellent promise of shaping out as a full-fledged research scholar. Her articulate ways of presenting the seminars and participating in group activities make her distinguished in expressing her ideas and views. As the coordinator of various seminars & events, I noticed her as an excellent team player whose attitude results in camaraderie in the group.

I am highly optimistic about her performance as an employee and she will prove to be a vital asset to your organization. Her qualities of maturity of thought, diligence and sincerity in work shall supplement her capacity to pursue a successful career in the desired field. Thus, I recommend her with the appropriate financial aid at your esteemed organization. I wish her all the best in all her future endeavors.

Radha

(Radha Raghuramapatruni)

Area Chair & HOD- International Business

Email: rraghura@gitam.edu

Phone: 9849855404



Publications

(I) **Web of Science-A study to Determine the work life Balance and job satisfaction of Women Doctors in Delhi-**[PACIFIC BUSINESS REVIEW INTERNATIONAL](#)
ISSN-0974-438X P (Kumar, Pushpa) ; Raghuramapatruni, R (Raghuramapatruni, Radha)

(II)**Investigating Impact of HR Analytics on Employee Performance in Health Care Industry-indexed**

(2)**Scopus- i)BURNOUT SITUATIONS IN VARIOUS PROFESSIONS: A BIBLIOGRAPHIC STUDY PUSHPA KUMARI DOI 10.17605/OSF.IO/DKUQE -The Seybold report**

Doctoral Research Scholar, GITAM School of Business, GITAM Deemed to be University, Visakhapatnam, Andhra Pradesh, India. Email: pushpa043005422@gmail.com Dr. RADHA RAGHURAMAPATRUNI M.A Economics., M.B.A Int.Bus., PGDFT., Ph.D Visakhapatnam, Andhra Pradesh. Email: radharaghuramapatruni@gmail.com, dr.radhapatnaik@gmail.com, rghura@gitam.edu

ii)Scopus-An Empirical study on impact of Emotional Intelligence on work Life Balance of Nurses Employed in Private Sector Hospitals-**Library Progress International**

[Vol. 44 No. 3 \(2024\): LIB PRO. 44\(3\), JUL-DEC 2024 \(Published: 31-07-2024\)](#)- Dr.**Pushpa Kumari, Dr. Radha Raghuramapatruni**

3)UGC Care -Glorious Past and Promising Future: The Why and the How of Vishwa guru India ISSN 0970-7247

Dr. Radha Raghuramapatruni, Reddy Venkata Surya Chaitanya, Mrs Pushpa Kumari.

4)Title of the book-IMPACT OF COVID-19 ON INDIAN ECONOMY Times page no.- 47

Title of article- Emotional Intelligence (EI) and Empathy Keys to Managing in COVID-19

Prof. K.V.Satya Prakash, Mrs. Pushpa Kumari

First Edition - 2021 Copyright © Fr. Dr. D. Sunder Reddy, Prof. Vandana Samba, Dr. Rani Gujari, Dr. S. Venkata Siva, Dr. C. Lalitha [ISBN: 978-93-90631-62-9](#)

) Title of the book-A new Era For Business page no.-99-109 ISBN: 978-81-95863-7-0

Title of article: Work life Balance of nursing women in corporate hospitals during Covid-19:A study in Visakhapatnam City

6)Title of book: International Conference on Sustainable Development Goals opportunities, Challenges and Future

ISBN : 978-93-95944-53-3

Title of Article: Emotional Intelligence and Burnout Among Medical Professionals page no.-249 - Pushpa Kumari, Dr. Radha Raghuramapatruni

7) Title of article: The Significance of Mental Health for the Sustainable Development Goals
page no.- 356 - Dr. Saba Inamdar, Mrs Pushpa Kumari

8) Title of article: A Study on Development of a Smart Sustainable Village Page no.- 293 - K.
Vyjayanthi, Mrs. Pushpa Kumari.

9) **Ugc care**-Title of the article-EVOLUTION OF INIDA'S FOREIGN TRADE POLICY OVER
THE LAST 75-YEARS- AN ANALYSIS 104

The Journey of Development in India Reflection on economic and communication
Scenario(Volume-I)

—Dr. Radha Raghuramapatruni, Ms. Neelam Aarif, Mrs. Pushpa Kumari, ISBN : 978-81-
962131-3-8 (Set)

Mrs. Ambati Saphika Rao and Mr. B.Nishant

**10) Title of the article-Classification and Severity Level Assessment of Fusarium Wilt
Disease in Chickpeas using Convolution Neural Network (Accepted – Published in legume
Research-An International Journal, SCI indexed journal)-published on -22/07/2024**