**CURRICULUM VITAE**

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| **Naveen Krishna Mothey** email: motheynaveen@gmail.comMobile: +91 950-555-2225, 807-495-9779. |
| Obtaining the academic position in an institute that will give me the chance to utilize my teaching and management skills, knowledge and industrial experience for the knowledge transformation. |

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| **CAREER SUMMARY****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| * More than **16 years** of experience with reputed corporate & academic organizations
* Sound subject knowledge of proven & contemporary human resources practices & thought
* Hands on generalist and HR-Operations profile
* Good exposure to recruitment, employee engagement, learning & development, and performance

 appraisal * Strong interpersonal & communicative skills
* High multitasking ability to balance teaching and administrative duties
* Strong ability to deliver course material through a variety of teaching methods
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| **CORE COMPETENCIES****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Information and Education delivery Leadership Organizational Management****Interpersonal Relations Risk Management Adminstrative Management** **Commitment Knowledge of Subject areas**  **Strategic Thinking** * Shouldered Administrative responsibilities as Head of the Department of Management Studies, Administrative coordinator, Admissions coordinator and placement Head in KITS, DIVILI

 * Served as member for Academic Monitoring Committee, Academic Affairs Committee, Discipline Committee Anti-Ragging Committee and Cultural Activities Committee.

 * Instrumental in preparing, presenting the necessary documents for the visits of different committees like AICTE, JNTU FFC, Task Force Committee etc., and recently assisted management studies department for NAAC verification process for Kakinada Institute of Techonolgy and Science, Divili

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|  **Managing Partner for VG Software Consultancy located at Kakinada and Hyderabad which is a women owned software firm started with the concept of women empowerment.** In Details**:** We have a diversified technology stack which covers most of the popular enterprise language and |
| Technologies. Partners with a LLC in Dallas,Texas,USA. Cloud based secured collaboration. Our major clients are telecom SMBs based in the United States. |
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| **PROFESSIONAL EXPERIENCE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Professor in Ideal college (Autonomous) (01-11-2020 to till date)****Responsibilities:*** Responsibile for all Academic matters like new academic programme, review of a programme/course.
* Framing the content of course, reviewing and updating the content.

 **Head of the Department – Srinivasa educational society (KITS Engineering College-Divili)** **02-04-2012 to 30-03-2017*****Key Accountabilities:**** Responible for entire department operations including Admissions, Academics, Scholarship works, AICTE works.
* Played administrative coordinator role for the entire college .
* Established education objectives and oversaw the preparation of materials required for course content
* Planned and prepared lectures, ensuring material and structure is informative, relevant and interesting

 and getting desired result.* Researched and developed innovative lecture delivery techniques.
* Developed and carried out courses on both basic and advanced levels in the subject of Human Resource

 and Marketing.* Responsible for entire college admissions.
* Mentor students developing individualized academic action plans in coordination with all department faculty as needed .
* Organized industrial visits to manufacturing plants in various states, and having industry institute

 Interactions for the entire college.* Achieved intake from 60 to 300 admissions.
* Attended various workshops conducted by colleges in east and west Godavari.
* Conducted various Management events and workshops for MBA students
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| **Head of the Department –Management Studies, Padmavathi educational institutions, (Sanjeev Institute of Planning and Managemnt) Kakinada.** **03-09-2009 to 30-03-2012**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Key Accountabilities:*** Teaching Human Resources & General Management
* Managing the overall provision of Human Resource services, policies, and programs for the entire

 organization* Coordinating with Management for administrative activities
* Handling counseling sessions for students, as applicable
* Ensure learning through real time implementation of projects
* Responsible for Admissions and placement cell
* Conducted various social events in order to fulfill management task.

**AREA OF SPECIALIZATION/SUBJECT TAUGHT:****Human Resource Management, Marketing Management, Performance Management,Training and Development, Perspectives of Management, Organizational Behaviour, Sales and Distribution, Business Ethics.** |
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| **Sr. Ex- Human Resources, Softexacacia Inc,Hyderabad** **02-07-2007 to 03-07-2009**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Key Accountabilities:*** Develop/implement processes to recruit quality manpower in shortest time expending minimal resources
* Identify training needs & organize specific training programs from time to time, including induction
* Ensure processes to monitor employee productivity
* Develop/implement performance management practices for a well informed career growth
* Ensure HR & administration processes comply with statutory regulations
* Employee MIS management- personal files, attendance & leave records, payroll processing etc.
* Ensuring PF & ESIC remittances are done on time

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| **SCHOLASTICS****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
|  2018  | **Ph.D** (Human Resource) from SunRise University, Alwar |
|  2007 | **MBA** [HRM/MAR]/ 67% from Andhra university |
|  2005 | **B.Sc**.[Mat,Ele,Cse]/ 55% from Andhra University |
|  2001 | **Intermediat**e/57.8% |
|  1998 | **10th** /65.2% |

**HONORS**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  2013 | Ratified Faculty from JNTUK-kakinada |
|  2012 2007  | NSS Coordinator AP11-014(Unit-No)College topper (RIMS KAKINADA) |
|  2004 | Best actor award from Andhra University |
|  2000 1999  | Won national 3rd in ITF championshipWon two state level medals in ITF championship |

**PERSONAL PROFILE****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| * Date of Birth: 01 march 1983
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| * Gender/Marital Status/Nationality: male/ Married/ Indian
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| * Languages Known: English, Hindi, Telugu
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| * Permanent Address: H. No.: 25-5-20/1, vinukondavari street, Kakinada, E.G

 District, Andhra Pradesh, 533001.  |
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