

5 August 2020

HR Department
Dev Bhoomi Group of Institutions

Esteemed Sir/Madam,

Sub: Application for the position of Registrar/CAO

In response to your advertisement about the requirement of a professional for the above position, I beg to submit that I wish to offer my candidature for the said post and therefore I have appended hereto my CV for your kind review. I have more than 24 years of working experience in the areas of rapport with authorities and advocacy programs, handling communications, research, writing, preparing presentations, conducting seminars and workshops, training, research, content development, working with the writers and social scientists, planning and budgeting, organizational management, HR and legal issues, accounts and procurements, negotiations and drafting of contracts, negotiation etc. Teaching, research, writing, training, mentoring, motivating etc. are among my passions in life. I am quite comfortable to teach almost all the subjects under management, economics, business studies, entrepreneurship, strategy, marketing, law etc. My doctorate degree is in Management. I have a well-paid, full time senior managerial position in a European organization at New Delhi. However, I am more than willing to quit my job and enter academics to fulfill my passion. I have been teaching off and on periodically for more than 8 years, as time and opportunity allow, and I am keen to spend more time in academics. I am a lawyer, a qualified university professor, a researcher, a seasoned senior manager, a keen learner, an innovative, industrious, persevering professional of diverse interest and experience. Honesty, hard work, and keenness to learn for the well-being of others are the hallmarks of my career. I can be an asset for your organization if trusted and given the responsibility and you will never regret on my induction. I am fluent in English, Hindi, well familiar in working on computers and tech-savvy. I speak basic Spanish and am learning it in depth at this time. My hobbies are research, reading and writing, teaching, training, motivating and social activities and I have several research papers and publications to my credit. I have traveled overseas several times on behalf of my organization. All these have assisted me significantly to consolidate my vision, outlook, my leadership skills and above all my independent working style in multi-cultural environments.

Keeping my experience and capability in view, I believe that I am suitable for the position in question. **The prime purpose of the application is to work in an educational environment and possibly to teach part time in the beginning and later possibly as a full time professor.** I do not claim that I am the all-knowing and hence with humility I am open to learn, grow and empower others. I would be glad to hearing from you in this regard.

Thanking you in advance for your kind attention,

Yours Sincerely

Dr. Jiten Mishra

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Hand Phone: +91-9811690466

p.s. I shall relocate only if satisfied with the work profile, conditions and if the position is permanent or a long term contractual one. My expected package would be in the range of INR 20-25 lacs p.a. and benefits which is negotiable depending on work profile and the rules of the organization.

CURRICULUM VITAE

JITEN MISHRA, Ph.D.

Post Box 3695, Lajpat Nagar Post Office,
New Delhi-110024, India
Phone: +91-11- 29815441(Home),
+91-9811690466(Cell)

Carrier Overview & Capabilities

- Exceptional expertise in research, content development, conceptualization, presentations, teaching, training, lobbying, rapport with authorities, management of projects.
 - Extensive experience in advocacy efforts, communications, public and media relations, presentations, event organization
 - Vast experience in people management, empowerment and motivation.
 - Extensive experience in educative materials developing and publishing sector.
 - Extensive experience in no-profit sector, project management, and rapport with all stakeholders
 - Vast experience in HR, legal, finance and accounts management
 - Well versed in world affairs, speaker, writer, teacher, motivator and researcher on contemporary issues
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Career Progression

1989-98: Member-Secretary of State Council of Orissa of one of the top Philanthropic Institutions in the world having presence in almost all the countries of the globe and having consultative status with ECOSOC, UNICEF and working relationship with WHO, UNEP and UNIFEM as a leading NGO.

- My major duties: Research, preparing papers and presentations, project management, training, events organization, moderating seminars, media relations, planning and budgeting, rapport with government authorities, advocacy, communications, project management, handling HR and many more tasks as head of the organization
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1995 onwards:

- Legal Consultancy and drafting of Contracts

1998 - 2006: General Manager of BPT INDIA, the research and literature developing wing of the above organization based at New Delhi, India.

Main Duties:

- Communications, research and writing, project management, rapport with authorities, training, media relations, international business management and development, conceptualizing and finalization of projects, publicity, drafting of contracts and finalization, sorting out legal issues, planning and budgeting, HR solutions, customer services and administration that includes management of production, recruitment, events, security, accounts, warehouse, logistics, purchases, campaigns, distribution, sales so on.

2006-till date: Senior Manager-Finance & HR, a European Organization, New Delhi, India

Main Duties:

- Rapport with government authorities and others, communications, handling legal and HR issues, accounts and finance management, MIS, staff social security, examination of financial statements, and all issues related to finance and HR.
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Honorary Positions

- (2003 onwards): Director, Nightingale Group of Organizations: A dynamic individual endeavor to undertake training, charitable activities and publish materials on education, empowerment, and solutions to contemporary issues and on various avenues to welfare of humanity.
 - Former Researcher, an International Law based NGO. Involved in writing and research on torture, police reforms etc.
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Academic Education

- Bachelors in Commerce/Business Studies (Honors with Accountancy)
 - Bachelors in Laws (Professional Law Degree)
 - Masters in Business Management & Administration (MBA)
 - UGC NET(HRM), Qualified – University Professor
 - PhD (Management)
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Personal Information

- Gender: Male
 - Religion: Baha'i
 - Nationality Indian, Married and spouse from Eastern Europe.
 - Life member of Red Cross and St.John Ambulance Association
 - Former member and bulletin editor of Rotary Club
 - Freelance writer, speaker, mediator, motivator and researcher
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References

- Dr.Nayson Olyai
- Prof.Anil Sarwal
- Dr. RS Yadav

Referee contacts shall be provided after selection only for privacy reasons.

List of Some of My Articles/Research Papers

- Aid with Right Mindset & Spirit: a key to true prosperity
- Human Rights & Obligations
- Why repeat the failed experiment? The logic and economic cost of note ban
- Cartels and the Role, Efficacy of the Competition Commission of India: A Study of Legislative Trends
- Adjudicating on Corporate Criminal Offences: A Brief Analysis of Indian Judicial Decisions
- The Role of Education in Development
- Education: the prime instrument to promote women's rights
- India in the Era of Globalization
