


## Brief CV

Name of Officer: Aditi Mishra, Dy. Director, Jaipur

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| First Name:                                    | ADITI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Last Name:                                     | MISHRA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                     |
| Designation:                                   | DEPUTY DIRECTOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |
| Discipline:                                    | HUMAN RESOURCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |
| Official Phone No:                             | 0141-2703573                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                     |
| Mobile No:                                     | 9928226777                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     |
| Email ID:                                      | Aditi.mishra@npcindia.gov.in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                     |
| Educational Qualification:                     | Masters in Business Administration (HR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     |
| Area of Expertise: (300-400 Characters only)   | <ul style="list-style-type: none"> <li>• <b>Training &amp; Development</b> – Online &amp; Classroom delivery, Conducting Training Need Assessment, designing customized training Programs/calendars/icebreakers/ energizers.</li> <li>• <b>Content Development (HR &amp; OB)</b></li> <li>• <b>Planning &amp; Carrying out Third Party Impact assessment &amp; Evaluation study / survey of various govt. schemes</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                     |
| Professional Summary (300-400 Characters only) | <ul style="list-style-type: none"> <li>• Organising &amp; Delivering <b>Self Run /Online Training</b> Programs comprising of various activities like- <ul style="list-style-type: none"> <li>Preparing annual training calendar</li> <li>Preparing / raising RFQs for printing / training venues / training aids</li> <li>Preparing and updating course reading material / content development</li> <li>Classroom delivery of sessions</li> <li>Updating mass mailing data, Timely mass mailing of the training brochures</li> <li>Developing contemporary training instruments like questionnaires, energizers, icebreakers etc.</li> <li>Post training activities / Follow ups</li> </ul> </li> <li>• Planning, Organizing, Marketing, and delivering Webinars</li> <li>• Proposing &amp; carrying out in-company training programs</li> <li>• Proposing &amp; carrying out HR consultancy assignments.</li> <li>• Planning &amp; Carrying out Third Party Impact assessment &amp; Evaluation study / survey of various govt. schemes (assigned by HQ)</li> <li>• Planning &amp; organizing various (Productivity) promotional activities along with aggressive marketing of webinars / Training Programs both on virtual and real platforms.</li> <li>• Providing administrative support to various office activities at RD like taking various initiatives being secretary of the <b>RAJBHASHA cell</b> of RD.</li> <li>• Carrying out projects / duties as and when directed by HQ/ Head RD</li> </ul> |                                                                                     |