

SHALINI BARANWAL

ASSISTANT MANAGER

7007530739



shalinisl9@gmail.com



NEW DELHI



OBJECTIVE

Seeking a position that allows me to utilize my skills in a challenging role, fostering personal growth and contributing to organizational success through innovation and flexibility.

EDUCATION

MA in Political Science

IGNOU-2022

BA in Political Science

Dr. Ram Manohar Lohia Avadh University -2018

12th Grade-CBSE{2015}

10th Grade-CBSE{2013}

PERSONAL SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Comprehensive problem-solving abilities
- Effective team facilitation
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Willingness to learn and adapt

CERTIFICATIONS

- Certificate in Constitutional Morality, Path Foundation
- Certificate Course in Contemporary Social Moralities in the Global Pandemic
- Certificate in Environment Impact Assessment, The Legal Boffin
- Basic learning of Full Stack Development

PROFESSIONAL EXPERIENCE

Assistant Manager, Teaching Exams Vertical

Drishti IAS Group, New Delhi - 1st April 2024-Present

- Currently overseeing and supporting Assistant Writers and Writers in the Teaching Exams Vertical, ensuring they are effectively supported in all aspects of their work.
- Collaborating with faculty on various course areas, including UGC NET/JRF (both Papers), CTET, DSSSB TGT & PGT, and REET.
- Managing all tasks related to creating and publishing courses, tests, and handouts for students.
- Playing a key role in launching new courses within the department.

Writer, Teaching Exams Vertical

Drishti IAS Group, New Delhi - April 2023-March 2024

- Senior Writer in the Teaching Exams Vertical, responsible for finalizing books of all Courses & subjects, and assisting Assistant Writers.
- Handled confidential documents and maintained their proper organization.

Assistant Writer, UPSC CSE, State PCS Department

Drishti IAS Group, New Delhi - June 2022-March 2023

- Developed comprehensive content for UPSC CSE and State PCS examinations, encompassing the creation of original material and meticulous proofreading.

Teacher, (Online & Offline Platforms)

April 2020-May 2022

- Educator at various institutions, teaching up to the undergraduate level.

Doubt Teacher (Online Platform "Vedantu")

July 2019- December 2019

- Resolved student queries during and after master teacher sessions. Created class schedules and assigned coursework to students.

STRENGTHS

- Hard-working and dedicated
- Loyal and punctual
- Strong work ethics

PERSONAL QUALITIES

- Honest and dedicated to work
- Adaptability to change
- Strong team player

LANGUAGE SKILLS

- Hindi (Native)
- English (Fluent)

ACADEMIC EXPERIENCE

- Presented paper in Department of political science “The politics of manipulated images in social media” at college level.
- Presented paper on National seminar “Development :Concerns and challenges in contemporary discourse” held on 5th march 2019 south campus, DU.
- Presented paper on “Unsung women heroes of India’s freedom struggle of ICSSR.
- Participated in a PHD webinar in IIT Delhi after writing an article and getting selected.
- Participated in a webinar in the presence Noble Laureate Abhijit Banerjee (American Economist who, was awarded the 2019 Noble Prize for Economics) and Supreme Court Justice Hima Kohli in Sunanda Bhandari Memorial.