

Part-I: Personal Details

1. **Name (In Block Letters Only)** : KAMAL JEET KAUR
2. **Short Name** : Kamal
3. **Gender** : Female
4. **Date of Birth** : 1979-10-16
5. **Place of Birth** : New Delhi
6. **Address (Permanent)** : 287 A, Tekhand Village, Allah Mohalla, Okhla Phase I, New Delhi - 110020
7. **Address (Correspondence)** : Flat No. 121, Tower 7, Dream Homes, Greenwood Enclave, Wave City, Ghaziabad-201002
8. **E mail ID** : mehta.me16@gmail.com
9. **Telephone No.** : 8510016123
10. **Mobile No.** : 8510016123



Part II: Educational Qualifications

Educational Qualifications in Chronological order

Sl. No.	Exam Passed	Subject	Year	Board / University
1	10 th	English Course-A Hindi Course-A Mathematics Science with Practical Social Science	1995	Central Board of Secondary Education (CBSE)
2	12 th	English Core Hindi Elective History Political Science Economics	1997	Central Board of Secondary Education (CBSE)
3	B.A. Hons. (Political Science)	Part-I Colonialism and Nationalism in India Political Theory Indian Political Thought Part-II Indian Government and Politics Comparative Government and Politics	2000	Delhi University (Gargi College)

		International Relations Part-III Western Political Thought Public Administration with special Reference to India India's Foreign Policy United Nations Organisation		
4	Diploma in Computer Programming	Fundamental & DOS Windows MS-Word MS-Excel Power Point Fox Programming & Projects	1998	Priyadarshini Multimedia Training Center
5.	M.A. (Hons.) (Political Science)	Pursuing 1 st Year		IGNOU

Part III: Work Experience

Work Experience in chronological order

S No.	Type (Teaching / Non-Teaching / Industry)	Organization	Designation	From	To
1	Industry	Sharp Printech	Graphic Designer	March 2003	September 2005
2	Industry	TECHBOOKS International Pvt. Ltd. (APTARA)	Sr. Operator Quark	October 2005	June 2007
3	Industry	Innodata Isogen Pvt. Ltd.	Production Associate	July 2007	December 2012
4	Non-Teaching	Amity University Noida	Executive Assistant (Amity Institute of Phytochemistry and Phytomedicine)	January 2012	Till Date

Current Job Profile:

Duties / Tasks Assigned and carried out at Amity:

Handling the complete administration and routine office work of Amity Institute of Phytochemistry and Phytomedicine. Details are as follows:

- Preparation of Institutional Data as required by the HQs.
- Prepares Institutional monthly progress reports.
- Preparing mail for monthly attendance.
- Data Updation works on Amizone on a regular basis.
- Typing, Internet Browsing and Formatting work on PowerPoint/Word/Excel assigned by HOI.
- Day to day mail Communications.
- Maintaining all the files of AIP&P which includes sanctioned/ongoing projects of AIP&P. Helping to make files for NAAC and WAASC assessment etc.
- Maintenance of the Stock Registers
- Making power point presentations whenever required.
- Maintaining all the patent and publications related data.

Additional Duties/Tasks assigned and carried out:

- Helping in the formatting of publications according to the Journal requirements.
- Helping in organizing all training and events in AIP&P. Contributed to work related to events organized by AIP&P on days like Amity Human Values Quarter 2022. Contributed to the Webinar organized by AIP&P on the title "Evidence-based Traditional Medicinal-Plants" in which Guest Speaker was Intan Safinar Ismail on 18th August 2022.
- Searching Industries for technology transfer of products that have been developed in AIP&P.
- Recording the Minutes of Meetings of SRCs and DRCs conducted in the department or other work related to documentation of the same.
- Helping the Ph.D. and Dissertation Students in their Formatting work of thesis or any other official documents.
- Helping with the organizing of DRCs and SRCs of the department.
- Contributed to the website creation and updating of our institute.
- Helping the faculty in project formatting.

Part IV: Social Details

13. **Father's Name:** Late S. Kartar Singh

14. **Mother's Name:** Late Sukhvinder Kaur

15. **Name of Spouse :** Rajesh Kumar

16. **Caste / Category :** General

17. **Religion :** Punjabi

18. **Blood Group :** A+

19. State number of children with their names and ages

	Name	Age
(i)	<u>Adhya Kumar (Daughter)</u>	<u>15 Years</u>

Date: 30/01/2023

(KAMAL JEET KAUR)