

Swarnima Tiwari

Editorial Associate

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SC 57221047686

PhD-Level Subject Matter Expert in Human Resource Management

Skilled Ph.D.-level management researcher with expertise in data collection and analysis. Proven track record in efficiently managing and coordinating multiple research projects to achieve desired outcomes. Currently employed as an Editorial Assistant, overseeing essential administrative and editorial duties for publication production. Also serving as a freelance subject matter expert for upGrad's Post Graduate Diploma in Management program and GreatLearning, delivering valuable insights and guidance to students.

Education

PhD , North Eastern Hill University Specialization: Management (HR/OB)	2020 Meghalaya, India
MBA , North Eastern Hill University Specialization: Human Resource Management	2012 Meghalaya, India
BBA , Don Bosco College, North Eastern Hill University, Specialization: Marketing Management/Sales and Advertisement Management	2010 Meghalaya, India

Professional Skill:

Online learning tools • Grading • Student research guidance • Academic research •
Lecturing • Administrative support • Research Skills • Communication Skills •
Teaching • Strong Written Communication • Effective Verbal Communication •
Scientific Writing • Technical report writing

Subject Taught or Comfortable to Teach

Human Resource Management, Organizational Behaviour, Labour Laws, Business Law, Marketing Management, sales and Advertising management, Entrepreneurship, Consumer behaviour, Strategic management, and other subjects related to HR and Marketing.

Professional Experience

Editorial Associate , CJK KnowledgeWorks Global India Pvt. Ltd • Managed editorial workflow, coordinating assignments and deadlines effectively. • Ensured adherence to publication guidelines and maintained consistency.	07/2023 – present Remote
Subject Matter Xpert (Freelancer) , UpGrade Education Pvt Ltd	01/2021 – present Remote

Teaching Assistant (Mentor) (Freelancer), Great Learning

03/2024 – present
Remote

Editorial Assistant, Lumina Datamatics

10/2021 – 08/2023
Pondicherry, India

- Perform a range of administrative and editorial tasks required for the production of publications, such as reading manuscripts, sending out proofs and finished copies, responding to authors, and maintaining accurate records of editorial processes.
- Coordinate with authors, writers, and other stakeholders to ensure that all content is produced on time and to the highest quality standards.
- Communicate with team members and other stakeholders to ensure that all editorial processes are running smoothly.
- Conduct fact-checking and ensure that all content is accurate and free of errors.
- Coordinate with authors, writers, and other stakeholders to ensure that all content is produced on time and to the highest quality standards.

Research Assistant, ICSSR, New Delhi IMPRESS Project “Mapping the vulnerability of indigenous Hill People of Meghalaya to Food Insecurity” in Department of Management, North Eastern Hill University, Tura, Meghalaya

07/2019 – 03/2021
Meghalaya, India

Visiting Faculty, ICFAI University Tura, Meghalaya

01/2015 – 07/2015
Meghalaya, India

Training Sales Manager, Reliance Life Insurance Company Ltd

10/2012
Tura, India

Research Area

Organizational behaviour, Emotional Intelligence, Occupational stress, and Burnout.

Publication

Scopus/UGC Care List

- Swarnima Tiwari, & Deepak Bhagat. (2021). Moderating Effect of Emotional Intelligence on Occupational Stress And Burnout of Health Care Professionals. Prabandhan Indian Journal of Management, April 14(4).pp.39-54.ISSN: 0975-2854.
DOI:<http://dx.doi.org/10.17010/pijom%2F2021%2Fv14i4%2F158724>
- Swarnima Tiwari, Deepak Bhagat (2020).. The Role of Emotional Intelligence on Health Care Professionals Occupational Stress and Burnout International Journal of Current Research and Review. 12(24), December, 187-196. DOI:<http://dx.doi.org/10.31782/IJCRR.2020.122437>

UGC Care listed

- Bhagat, D., Priyamvada, S., Tiwari, S., & Marak, A. A. C. (2022). A cultural significance of common and wild edibles consumed by indigenous Garo tribes of Meghalaya. IJFANS International Journal of Food and Nutritional Sciences, 11(11), 18240-18248 [UGC Care listed (Group I)]

UGC Listed/Peer-Reviewed

Declaration

I hereby declare that all of the information provided in this resume is true and accurate to the best of my knowledge.



Swarnima Tiwari

Ayyapanagar, Vijayawada, India, 17/08/2024