Munish Sharma **+91-9466287805**
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Career Objective

To leverage my expertise in corporate relations to build strong partnerships, enhance brand reputation, and drive strategic initiatives that contribute to business growth. With a focus on stakeholder engagement, effective communication, and problem-solving, I aim to foster long-term relationships that create value for both the organization and its partners.

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Professional Experience

Training And Placement Officer- NIT Kurukshetra (Institute of National Importance)- May 2023 to Present.

- Ensuring maximum placement of students by inviting top notch MNCs.
- Developing placement policies, benchmarking, and norms to support students' professional growth.
- Managing all functions of Identifying, engaging, and coordinating with corporates for internship (Summer internship & 6 months) and full-time placement opportunities.
- Managing the entire placement process for the companies recruiting from the Campus with the support of a student placement team.
- Maintaining a database of companies and establishing strategic links for campus recruitment
- Coordinating with industry professionals to hold interactive sessions with students.
- Preparing annual placement reports, presentations, brochures, etc.,
- Connecting with Alumni for networking and student placement opportunities
- Coordinate with Training & Placement coordinators, administrative personnel, and Professors. to organize recruitment campaigns.
- Interaction with potential partners who provide solutions (Conducting workshops, mentoring sessions, assessments, etc.) that can be used to enhance the efficacy of final and pre-final year students to make them placement-ready as per industry requirements.

Head of the Department– Center for Professional Enhancement, Division of Career Services, Lovely Professional University, Phagwara, Punjab, From Sept 2021 to May 2023.

- Connecting with Alumni for networking and student placement opportunities.
- Coordinate with Training & Placement coordinators, administrative personnel, and Professors. to organize recruitment campaigns.
- Responsible for Drafting and implementing various training and placement Activities for students as a part of the core team.
- Heading a team of trainers who are responsible for the Training of students of various campus and placement drives.
- Coordinating with various schools and providing various training and placements support as per their requirements.
- Organizing various workshops and Seminars in various schools to enhance understanding of various requirements of the industry as per industry-academic requirements.

Training Manager/Aptitude trainer– MM Deemed to be University, Mullana (Ambala), From May 2017 to Sept 2021.

- Managing team of trainers and Head of content development.
- Identify and assess the training needs of the organization through job analysis, career paths, and consultation with various departments.
- Develop individualized and group training programs that address specific students' needs.
- Develop training manuals that target tangible results.
- Evaluate organizational performance to ensure that training is meeting students' needs and improving performance.
- Assess employees' skills, performance, and productivity to identify areas of improvement.
- Skilled at thinking analytically and evaluating employer needs for training program creation.

Aptitude Trainer – Chandigarh Group of Colleges, From Nov 2015 To May 2017.

- Trained more than 2000 students.
- Responsible for Training the Students on Quantitative Aptitude and Reasoning and Creation of necessary content for training and question papers on varying difficulties.
- Assessment of students by gauging their proficiency in critical thinking and analytical thinking with the help of online as well as offline testing.
- Conducting sessions on Quantitative Aptitude, Data Interpretation, Data Sufficiency, Analytical Reasoning, Logical Reasoning, Vedic Maths, and faster calculation.
- Guiding students to select a career based on their Aptitude, Personality, and Interest through one-to-one career counseling.

Aptitude Trainer – Quantitative Aptitude and Logical Reasoning at Zenith Consultants India From July 2015 To Oct 2015.

- Conducted training & workshops in more than 6 colleges in NCR.
- Prepared undergraduate and Postgraduate students for CRT.
- Trained more than 2000+ students
- Worked towards the achievement of the established goal and objectives.

Area of Expertise

- **Resume and Interview Preparation:** Providing assistance in drafting professional resumes, personalizing cover letters, and preparing for interviews with role-specific questions and industry insights.
- **Strengthening Industry Links:** For educational institutions, I can provide insights into forming collaborations with industries for internships, live projects, or mentorship programs.
- **Skill Gap Analysis:** Helping users identify and bridge gaps in their skill sets by recommending learning materials and certifications tailored to their career aspirations.
- **Soft Skills:** Attributes like adaptability, emotional intelligence, problem-solving, and cross-functional collaboration are increasingly sought after.
- **Remote Work Competence:** As remote work and hybrid models persist, skills in virtual communication, time management, and self-discipline are highly valued.
- **Continuous Learning:** Employers are favouring candidates who demonstrate a growth mindset and the willingness to upskill regularly.
- **Tailored Advice:** Sharing insights specific to industries, such as common recruitment trends or sought-after attributes that make candidates stand out.

Education

- MBA in HR management And Data Science from Lovely Professional University, Phagwara, Punjab**. (2022-2024) with Cgpa 7.39.**
- PG Diploma in Training and Development from the Indian Society of Training and Development, New Delhi recognized by MHRD, Govt of India. The Society is affiliated with the International Federation of Training and Development Organizations (IFTDO), the USA, and Asian Regional Training and Development Organizations (ARTDO), Manila. **(2021-22).**
- M.Tech in Electronics & Comm. Engg. From YMCA UST, Faridabad in Electronics And Communication with Cgpa 8.549 in **2015.**
- B.tech in Electronics & Comm. Engg. (Hons.) From UIET Kurukshetra University with a Percentage of 75.61 in **2012.**
- Senior Secondary Examination (12th) from Gita Niketan Awasiya Vidyalaya affiliated with CBSE with a percentage of 78.40 in **2008.**
- Secondary Examination (10th) from Maharana Pratap Public School affiliated with CBSE with a percentage of 82.20 in **2006.**

DECLARATION

I hereby declared that the above details are true to the best of my knowledge and belief.

Munish Sharma