AKHIL VIJAY

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PROFILE SUMMARY

Extensive experience of about 10 years in the Training & Placement, with a focus on training and development as well as successful placement activities.

Currently working as, a Asst. Manager Placement at ICFAI University, Jaipur, overseeing the seamless coordination of training and placements for Engineering, Management, Law and Liberal Arts.

- Demonstrated success in securing placements for students in renowned organizations. and fostering strong partnerships with industry bodies.
- Provide expert guidance to students, curate tailored profiles, and oversee student and alumni affairs with precision.
- Successfully organize impactful corporate lectures, facilitate enriching industrial visits and curate skill-based training programs to foster holistic student development.
- Self-driven, Lifelong Learner, Innovator Student Placement coordinator with proven experience in strategic planning and managing end-to-end campus placement lifecycle, including TNI (Training Need Identification), execution, delivery of successful placements, successfully imparted more than fifty training sessions to over six thousand participants.
- Created a smooth campus placement and training environment, including identifying student training needs, developing materials, evaluating student readiness for campus placements and addressing relevant issues.
- Possess excellent strategic thinking, analytical, interpersonal relationship Management, team building skills with proven capability in establishing quality systems and procedures as per the mission of the Institution.

JOB PROFILES:

1. Currently working as **Assistant Manager – Placement** in ICFAI University, Jaipur, Rajasthan (24 July 2023 to till now)

Roles & Responsibilities:

❖ **Primary Responsibility:**

- **Student Placement:** Facilitate job placements for students by establishing and nurturing relationships with prospective employers.
- **Campus Recruitment:** Organize and manage campus recruitment drives and placement events to connect students with employers.
- **Career Counselling:** Provide personalized career guidance, counselling, and mentorship to students to help them identify and pursue suitable career paths.
- **Employer Engagement:** Act as a liaison between students and employers, negotiating job offers and salary packages, and ensuring smooth on boarding processes.
- **Placement Records:** Maintain accurate records of student placements, including tracking job offers, acceptances, and placements outcomes.
- **Skill Development:** Coordinate skill development workshops, resume writing sessions, mock interviews, and other activities to enhance students' employability.

❖ **Secondary Responsibility:**

- **Faculty Collaboration:** Collaborate with faculty members to integrate career development content into the curriculum and facilitate industry-academic partnerships.
- **Alumni Relations:** Engage with alumni networks to leverage alumni connections and create job opportunities for current students.
- **Policy Development:** Contribute to the development and review of placement policies, procedures, and guidelines to ensure alignment with institutional goals and standards.
- **Reporting and Analysis:** Prepare reports, presentations, and data analyses on placement activities, outcomes, and trends for institutional stakeholders and accreditation purposes.
- **Marketing and Promotion:** Support marketing efforts to promote placement services, events, and achievements to students, employers, and other stakeholders.

2. Served as **Training & Placement officer [TPO]** in Jaipur Engineering College and Research Center, Jaipur (July 2015 – 19 July 2023)

Roles & Responsibilities:

❖ **Employer Engagement:**

- Identify and engage with potential employers to create placement opportunities for students.
- Build and maintain relationships with industry professionals and organizations.
- Collaborate with the placement team to develop a network of companies for recruitment drives.

❖ **Student Interaction:**

- Provide career counseling and guidance to students, helping them understand their career goals.
- Assist students in developing their resumes and preparing for interviews.
- Conduct mock interviews and aptitude tests to enhance students' employability skills.

❖ **Placement Coordination:**

- Plan and organize placement drives, including campus placements, off-campus drives, and internships.
- Coordinate logistics for placement events, ensuring a seamless experience for both students and employers.
- Maintain placement records, including student profiles, job offers, and placements statistics.

❖ **Training and Workshops:**

- Organize workshops, seminars, and training sessions to enhance students' soft skills, technical skills, and employability.
- Collaborate with external trainers and experts to conduct skill development programs.

❖ **Documentation:**

- Prepare placement reports, presentations, and documentation for various stakeholders.
- Ensure compliance with placement policies and guidelines.

3. Served as **Assistant Professor** in Jaipur Engineering College and Research Center, Jaipur (24, July 2012 – July 2015)

Roles & Responsibilities:

- Teaching classes, administering tests and reviewing students' progress and educational development.
- Handling all the responsibilities given by the HOD along with Teaching.
- Offering guidance to students regarding course study and other academic requirements.
- Organizing lectures and workshops on the course subjects.

4. 18 months working Experience as **Jr. Engineer** in Essar Steel Ltd., Surat, Gujrat (Sep. 2008 - March 2010)

Roles & Responsibilities:

- Responsible for the Operations and the quality of the product at CGL.
- Identification and ensuring availability of resources (material, manpower, utilities, and services) required for production. This also includes up-gradation of Plant and process.
- Responsible to define the Work instructions and Issue the Departmental procedures and toensure compliance of the same in the shop.
- Coordinating with the Maintenance department for the Preventive Schedule of the equipment's andCranes.
- Responsible to define quality system & to ensure compliance in shop.
- Coordination with the maintenance departments for the change equipment's.

ACADEMIC PROFILE:

- **M.Tech** from Jagannath University, Jaipur in Production Engineering with 65.10% in 2016 (Regular Degree with weekend Classes, Session 2013 -2015)
- **B. Tech** in Mechanical Engineering with 62.21% in 2012 (Lateral entry, Session 2009-2012)
  From- Maharishi Arvind Institute of Engineering & Technology, Jaipur
  Affiliated from Rajasthan Technical University, Kota
- **3-year Polytechnic Diploma** in- Mechanical Engineering with 68.26% in 2008
  From- Govt. Ram Chandra Khaitan Polytechnic College, Jaipur (Session 2005-2008)
- **Sr. Secondary**: From Board of Secondary Education, Ajmer with 64.15% in 2005
- **Secondary:** From Board of Secondary Education, Ajmer with 79.33% in 2003

COMPUTER SKILLS:

- Diploma in Mechanical CAD (AUTO CADD)
- Good command in MS Word & MS Excel.

KEY RESPONSIBILITY AREAS:

❖ Conducting Final and Summer Placement activities
❖ Academic Administration
❖ Coordination of Student Affairs
❖ Coordination of Alumni Affairs
❖ Conducting Corporate Lectures, Seminars & Workshops
❖ Corporate visits and Industrial visits
❖ Career Counselling

PERSONAL PROFILE:

Name	:	Akhil Vijay
Father's Name	:	Mahesh Vijay
Date of Birth	:	15 April 1988
Marital Status	:	Married
Nationality	:	Indian
Linguistic Ability	:	English, Hindi
Leisure Pursuits	:	Gardening and Travelling

DECLARATION:

I do hereby solemnly declare that the particulars furnished above are true andcomplete to best of my knowledge.

Date: ***Signature***

Akhil Vijay