Vijayant Kumar

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Career Objective:

To gain knowledge and skills in various aspects of Training and Development, Placements, International Collaborations and contribute to the success of my organization with the best of my ability and expertise.

Experience Summary:

- An accomplished professional and strategic thinker with over 22+ years of diversified experience in Training & development, Career progression, Technical Training, Campus recruitment, Industry academia relationship, Campus connect programs, International collaborations.
- Managed all the intact operations of the **Training and Development Process** such as training courses being provided to the students, smooth conduction of the recruitment drives, interview sessions, counselling sessions etc.
- Whiz in designing the complete training life-cycle from first year till final year.
- Ability to teach, motivate and direct students.
- Exhibited capability in understanding the psychology of students and communicating accordingly.
- Frequent meetings with the company delegates to know the latest demands in the corporate world and try to incorporate those demand-based skills into the upcoming graduates.
- Understanding of the entire campus recruitment process.
- Proven competencies in the application of modernized training methodology to generate far reaching impact for all level of students.
- Profound interpersonal skills and the ability to communicate with people as the organization, and externally.

Key Skills:

- Meticulous knowledge of Administration techniques.
- Well acquainted with the upcoming campus recruitment examinations and patterns.
- Team management, Leadership, International exchanges etc.
- Ability to judge people on the above-mentioned skills.

Professional Experience:

SWARRNIM STARTUP & INNOVATION UNIVERSITY, GUJARAT
DIRECTOR (Training and Placement & International Collaboration)
AUG 2022 – Present

- ❖ Overall responsibility for the structure and quality of training & placement throughout the campus and Departments, in line with the College policies and the specific arrangements within their training network, and for providing students with information and feedback on their progress.
- ❖ Work with different departments to develop and frame their international agenda.
- ❖ College Deans and Faculty – Provides a leadership role in supporting the College Deans and their faculty members to strategically enhance international education.
- ❖ External International Education Organizations – Fosters effective relationships with external partners concerned with international education in the province and beyond.
- ❖ Keep abreast of developments in higher education both domestically and globally
- ❖ Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate. Plan, coordinate, and arrange for appropriate training of subordinates; assign projects and monitor them to conclusion.
- ❖ Build relationships with foreign universities/institutions on behalf of University/Centre.
- ❖ To liaise with partner universities in different countries and to identify and build opportunities for partnership activities.
- ❖ Use performance reviews and skills gap analyses to identify training needs per department, team and individual.
- ❖ Planning and execution of training programs based on business goals.
- ❖ In-depth understanding of traditional and modern training methods (including workshops, simulations, e-learning and coaching).
- ❖ Design training regimes to help students to overcome any current weaknesses and teach additional skills, to keep the students competitive and efficient.
- ❖ Assessing their latest performance levels to ensure the students adequately learned the desired lessons and skills.

CHANDIGARH GROUP OF COLLEGES, CHANDIGARH
DIRECTOR (Training & Placement)
DEC 2020 – AUG 2022

- ❖ Overall responsibility for the structure and quality of training throughout the campus and Departments, in line with the College policies and the specific arrangements within their training network, and for providing students with information and feedback on their progress.
- ❖ Use performance reviews and skills gap analyses to identify training needs per department, team and individual.
- ❖ Planning and execution of training programs based on business goals.
- ❖ Oversee learning activities, curriculum and resources.
- ❖ Manage quarterly and annual training budgets.
- ❖ In-depth understanding of traditional and modern training methods (including workshops, simulations, e-learning and coaching)
- ❖ Understanding the current strengths and weaknesses of a students & staff.
- ❖ Design training regimes to help students to overcome any current weaknesses and teach additional skills, to keep the students competitive and efficient.
- ❖ Fostering a 'culture of learning' within the campus, which may include personal consultations with individual students to address specific needs.
- ❖ Assessing their latest performance levels to ensure the students adequately learned the desired lessons and skills.

- looking for new approaches to teach the desired skills or attributes, and designing more efficient teaching practices.

LOVELY PROFESSIONAL UNIVERSITY, PUNJAB
DIRECTOR (Centre for Professional Enhancement)
MAY 2019 – APRIL 2020

- Leading a growing training team of 6 H.O.D. and 85 Trainers and fill in where shortages exist.
- Utilize performance metric tools to assess effectiveness of training programs.
- Partner with clients to conduct a performance analysis to discover and analyze performance gaps; plan for future improvements, design and develop solutions to close performance gaps.
- Design and manage the annual L&D budget by estimating and forecasting entire L&D cost including content providers, external trainers and vendors.
- Directed the activities of 14 operations and training professionals (including external vendors) in the design, implementation, and evaluation of training programs to increase placements and work skills.
- Design and develop learning interventions that support performance objectives of the organization.
- Performs needs assessments of the types of training needed and recommends or develops the best means of providing the learning solutions.
- Align with operations, central departments and People Services partners to develop organizational and intervention processes that enable the Operations team to achieve specific operational and functional goals.

KOAK Education Pvt. Ltd., Noida
HEAD (Training)
AUGUST 2018 – MAY 2019

- Handling a team of 10 Trainers and 1 Content Developer.
- Assess needs of Partner College and University for campus recruitment training.
- Design training plans**.**
- Manage or direct Employee Training.
- Checkout on upcoming technical training required as for campus recruitment program.
- Heading Evaluate results of Employee Training.
- Developing new approaches to teaching the desired skills or attributes, and designing more efficient teaching practices.
- Familiar with the methods and principles for designing programs to train the trainer and instruct in both groups as well as individuals.
- Guiding and training team members on the content and the schedule of the training.

GLA UNIVERSITY, MATHURA
H.O.D. (Training & Development)
MARCH 2016 – AUGUST 2018

- Leading a team of Trainers as ***Master Trainer.***
- Established internal **Training & Development Department** in University for the first time**.**
- Heading a team of 18 trainers and 2 content developers.
- Regulating student's progress of those who are undergoing the training course in the four dimensions viz. reasoning aptitude, quantitative aptitude, verbal aptitude and soft skills and at the same time guiding the trainers of the respective fields to impart effective teaching to their students.

- Maintain the direct communication with the corporate by visiting to them and identify the needs and requirements of the company to refer the most qualified graduate.
- To ensure the proper conduction of on campus recruitment drive.
- Guiding and training team members on the content and the schedule of the training.
- Responsible for creating and implementing new processes at work like format of time-table, attendance sheets, faculty review sheets.

Curriculum Content and Development for Questionnaire on Aptitude

- Content Development according to the companies visiting the campus for recruitment.
- One to one student counselling and personal review sessions.
- Developing Study Material for Quantitative and Reasoning Aptitude.
- **Mentor-mentee program** for motivating the students for better results.

PRANVEER SINGH INSTITUTE OF TECHNOLOGY
(PSIT), KANPUR
TEAM LEADER (Training & Development)
DECEMBER 2011 - MARCH 2016

- ***Lead a team of six Aptitude Trainers and two content developers as Team Leader (Training Department).***
- Trained students in Quantitative and Reasoning Aptitude for CAT, company placements exams and other competitive exams.
- Guiding and training team members on the content and the schedule of the training.
- Responsible for creating and implementing new processes at work like format of time-table, attendance sheets, faculty review sheets.
- Content Development according to the companies visiting the campus for recruitment.
- One to one student counseling and personal review sessions.
- Developing Study Material for Quantitative and Reasoning Aptitude.

RAMESHWARAM INSTITUTE OF TECHNOLOGY & MANAGEMENT, LUCKNOW
SENIOR APTITUDE TRAINER
Oct 2010- Nov 2011

- Training students in Quantitative and Reasoning Aptitude for CAT, company placements exams and other competitive exams.
- One to one student counseling and personal review sessions.
- Skill set Used-Reasoning

ANUBHAV INSTITUTE, KANPUR
APTITUDE TRAINER-Reasoning and Quantitative Aptitude
JULY 2007- SEPTEMBER 2010

- Training students in Quantitative and Reasoning Aptitude for CAT and other competitive exams.
- Developing the Course Structures and batch plans for various competitive courses like CAT, MAT, GRE, GMAT, Bank PO/Clerical, and other state entrance tests.
- Managing the Content developers Team to get the study material delivered on time.
- One to one student counseling and personal review sessions.
- Skill set Used-Reasoning and Quantitative Aptitude.

Professional Achievements:

- Facilitated **Swarrnim Startup & Innovation University, (Gujarat)** in signing up MoU's with more than 40+ International Universities.
- Facilitated **Chandigarh University Group , Chandigarh (Punjab)** in getting Highest Package 52.19 lacs in **Microsoft** & 36 lacs in **Atlassian Corporation** in 2021.
- Facilitated **Lovely Professional University, Jalandhar (Punjab)** in getting Highest package by one of our student of 42 lacs in **Microsoft** in 2019.
- Facilitated students at **GLA University, which has been ranked 1st in** North India in **AMCAT 2017,** also in **CO-CUBES TEST 2017**
- Facilitated G.L.A. University, Mathura in getting **1450+** selections in 2016, **2100+** selections in 2017 and **2450 +** selections in 2018.
- Achieved Pranveer Singh Institute of Technology, Kanpur in getting **60** final selections in **2013** , **173** selections in **2014** and **238** selections **2015** in **INFOSYS**.
- Awarded as the **Best Trainer** in 2014 & 2015 in Pranveer Singh Institute of Technology.
- Facilitate many students to get selected in top ranking B-Schools for MBA programs.
- Have constantly received accolades from Management for implementation of new processes to help in better management of course structure and delivery of lectures.
- Handled aptitude team of PSIT when the college attained **1st rank out of 590 colleges** all over India in **CO-CUBES TEST** in **2014** also in **2015.**
- Mass selection of students in other eminent companies like Infosys, Accenture, TCS, Wipro, Torry harris, Capgemini, Tech Mahindra, Larsen & Toubro, Cinda, Analytical Quotient, Cognizant, IBM, HCL etc.

DECLARATION:

I, hereby declare that all the information mentioned above is true to my knowledge and belief.

DATE :
PLACE :

VIJAYANT KUMAR