

Jasbeen Chawla

jasbeenchawla.gmail.com

9929092600

Career Objective:

To leverage 25 years of experience in training, development, management and networking in a growth oriented and dynamic organization. Networking has been a passion for me coupled with the organizing skills that I developed through my stint as a professional.

Experience:

Suresh Gyan Vihar University, August 2024 to Present

Head, Training and Placements Unit

Responsibilities

- Developing strategic partnerships with industry for internships and job placements.
- Designing and delivering employability skill programs aligned with current industry requirements

Achievements

- Till data have increased placement rate by 75% (from 40% to 70% placement rate).

Vivekananda Global University, September 2022 to August 2024

Training Specialist, Training and Placements Unit

Responsibilities

- Teaching employability skills to 400+ students
- Put emphasis on personality development and communication skills
- Developed a curriculum to proficiently teach students with minimal English speaking skills

JVP International School (Vice Principal), October 2020 to August 2022

Responsibilities

- Looked after the administrative functions of the school
- Was part of hiring and training staff
- Planned emergency drills
- Was responsible for handling student discipline
- Looked after the smooth running of school clubs and programs

Amity University Rajasthan (Jaipur), June 2011 to September 2020
Assistant Director, (Department of English and Communication)

Responsibilities

- Managing a team of Six faculty members and responsible to enhance and groom them on self-growth and teaching methodology.
- Designed value added modules in Communication Skills to improve students' employability quotient
- Liaison with industry for corporate trainings
- Responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction.
- Engender a culture of excellence, co-operation, and respect both within and beyond the department.
- Make effective use of all staffing resources and seek opportunities for collaboration and joint working with others beyond the department and beyond the faculty.
- Representing the department's academic interests, in the context of University-wide strategies and directions, to industry, government, and educational communities in local.
- Contribute to, and take a leadership role where appropriate in, the regular evaluation of curriculum and the development of new and innovative curricular initiatives at both undergraduate and postgraduate levels.

ICFAI National College (INC Kota), July 2004 to April 2010
Sr.Faculty (English) and Placement Coordinator

Responsibilities

- Responsible for overall management and administration of the College along with the Campus Head.
- Interacting with students including direct and indirect interaction providing them full information about their queries and dealing with their problems and complaints.
- Conduct training classes for the Management students on 'Personality development', Communication and Leadership Development.
- Building relations with HR managers of the companies, on behalf of the College and maintain and strengthen those relations.
- Conduct classes on Spoken English to enhance the language of the students.
- Responsible for all round Personality development of the students.
- Conducted various training Programs for the Brand Building of the Organization.
- Responsible for handling Alumni relationships.
- Responsible for formulation of all the disciplinary regulations and their implementation in the College Campus.

Workshops and Seminars Conducted

- Attended and presented several workshops in various places like Delhi, Gurgaon, Ahmedabad, Jaipur etc.
- Training program on Effective Selling for sales force of SGM Associates, a DSA of HDFC, primarily selling home loans to clients in Kota and surrounding areas. The objective of the training was to enhance the selling skills of the sales force.
- Participated in the Faculty Development Workshop on **"Delivery of Quality Education"** at Regional office, Jaipur in Sept'05
- Various seminars on Meditation and Stress management in different management institutes and corporate.
- Conducted various '**Student empowerment Workshops'** in the different Colleges and Coaching Institutes of the city.
- Conducted a training Program '**Train the Trainer'** in the Regional Office, Jaipur.

AKIKO Callnet, Jan 2004 to July 2004
Trainer Call Centre Executives

Responsibilities

- Recruitment of the candidates suitable for selection in BPOs through personal interview and aptitude test
- Training them on their shortcomings, so that they are shortlisted at the first shot only by the call centres
- Taking lectures to improve the spoken English of the forthcoming candidates.
- Responsible for grooming the personality of the candidates to suite the corporate culture.

Bharat Science College, June 2000 to 2004
English Faculty

Responsibilities

- Taking lectures to improve the spoken English of the forthcoming candidates.
- Actively involved in the all-round personality development of students.
- Responsible for formulation of all the disciplinary regulations and their implementation in the College Campus.

Worked as an English Faculty in Schools

- Worked in Bharat Senior Secondary School, Kota as an English Faculty (1996-2000)
- Worked in Sophia School, Kota as an English teacher from classes IX to XI (1991-1992)

Responsibilities

- Coordinated events like English Plays for Annual Functions and various interschool competitions.
- Actively involved in the all-round personality development of students.
- Responsible for the enhancement of English-speaking power of students through debates, extempore and role plays.

Professional Associations

- Active member of Indian Society for Training and Development.
- Trainer and consultant with Rajasthan Police Academy
- Trainer with GAIL, Jaipur, Rajasthan
- Trainer with Directorate General Resettlement, Ministry of Defence
- Associated as consultant with English Language Teaching Institute IASE, Govt. of Rajasthan
- Associate Reviewer with International Journal of Research in Education and Management (IJREM)

Major Achievements

- Designed English Language and Business Communication syllabus for the University (ICFAI National College) in 2007.
- Designed Spoken English Course for 'Learning Trendz'
- Reframed and developed syllabus of 'Business Communication' for the PG Programs of 'Amity University Rajasthan', Jaipur
- Was recognised as **"Area Coordinator"** for Soft Skill Training in Rajasthan, constituting of nine centres.
- Completed **SOFTCOM** online training successfully in 2007 conducted by Training & Placement cell, Hyderabad. Achieved **11th position** out of **53** candidates
- Published several articles in Newspapers like 'How to prepare & face an Interview' (Times of India) and 'Why communication skills are important' (Times of India)
- Established strong network with Corporate and placed more than 400 students at the average package of 2.5 Lacs
- Created a record of handling placements independently for Kota center. Kota being made as Autonomous Placement Center out of 178 centers in India
- Visited INC centers across India as an External Examiner to conduct Mock interviews

Qualifications:

Examination Passed	Year of Passing	Board / University
MA. Ed	2013	Shri Venkateshwara University
B. Ed	1997	Kota Open University
M.A. (English)	1993	M D S University, Ajmer
B.A.	1991	M D S University, Ajmer
Senior Secondary	1988	Sophia School, Kota
Secondary	1987	Sophia School, Kota

Address for Correspondence: House No. 38 First Floor,
Gurunanakpura, Jaipur
Pin code- 302004

Date of Birth: October 13, 1971
Marital Status: Married
Languages Known: Hindi, English and Punjabi

Date:

Jasbeen Chawla