

JyotiRanjan

Dial: +91-9886014453
Connect: LinkedIn
Email: ranjanjyoti1@gmail.com

Experience

IIIT Surat– *Training & Placement Officer*
September 2024–Present

- Liaison & networking with companies.
- Conduct campus engagement sessions with companies.
- Plan, conduct and supervise the entire placement & internship process at campus.
- Plan and organize soft skill training workshops for students.
- Manage Alumni database and connections.
- Plan and organize events and sessions in collaboration with the alumni.
- Organize special sessions for company specific placement preparations of the students.
- Supervise social media activities of the T&P cell.
- Review, prepare and publish placement policy.
- Maintain and update placement database for each batch.

NIT Durgapur– *Career Development Advisor*
November 2021–August 2024

- Liaison & networking with companies.
- Conduct and manage the entire placement & internship process at campus.
- Prepare placement and internship calendar and assign slots to companies.
- Conduct sessions and workshops for technical & soft skill development of students.
- Conduct campus engagement sessions with companies.
- Prepare and maintain placement records and provide placement data for various audits and NIRF ranking.
- Collect offer letters of all placed students.

IIT(ISM), Dhanbad– *Placement Executive*
November 2017–November 2021

- Liaison & networking with companies.
- Conduct and manage the entire placement & internship process at campus.
- Prepare placement and internship calendar and assign slots to companies.
- Train team members, conduct meetings and reviews.
- Conduct campus engagement sessions with companies.
- Conduct sessions and workshops for technical & soft skill development of students.

BrainStars Services Private Limited–
Manager HR & Customer Support
June 2015–Feb 2016

- Manage HR function and communication.
- Manage the performance management processes.
- Screen resumes and interview candidates for various positions in the organization.
- Manage recruitment and induction process.
- Conduct entry and exit formalities.

T.I.M.E. Private Limited– *Centre Manager*
June 2007–March 2014

- Manpower planning for the centre.
- Recruitment and joining formalities.
- Impart training sessions of product update, counseling and query handling.
- Supervise and mentor.
- Monitor and ensure high quality of service delivery to clients.
- Achieve monthly revenue targets.
- Take regular feedback and ensure quality service to customers.

Education

- ☐ **IIT(ISM) Dhanbad–** *MBA (HR & Marketing)*
  July 2005–August 2007
- ☐ **Agra College– B.Sc.(PCM)**
  July 2002–May 2005
- ☐ **ISL, Dhanbad– HSC**
  July 2001–May 2002
- ☐ **ISL, Dhanbad– SSC**
  July 1999–May 2000

Certifications and Courses

- **Data Structures & Algorithm**– *Coding Ninjas*
  Status: Completed
  Tech: Python, Algorithms, Graphs, Trees
- **Introduction to Python**–*Coding Ninjas*
  Status: Completed
  Tech: Python
- **Data–Driven Decision Making**– *PwC*
  Status: Completed
- **SQL Fundamentals**– Digital Vidya
  Status: Completed
- **Data Visualization with Advanced Excel**– *PwC*
  Status: Completed

Skills

Advanced Excel, Tableau, PowerBI, PowerPoint, SQL, Python

People Management

Strong Communication & Interpersonal Skills

Personal Dossier

Languages known: Hindi, English
Interests– Dancing, Traveling