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Career Objective

- To gain knowledge and skills in various aspects of Recruitment, Training & Placement domain and contribute to the success of my organization with the best of my ability and expertise

Summary of Qualifications

- Understanding of the Recruitment process, Training & Placement domain
- Understanding of Office and People Management
- Developing and executing comprehensive placement strategies to ensure quality placements
- Developing and strengthening Alumni network
- Staying updated with the industry hiring trends, job roles to align training efforts
- Organizing placements related events, and various Training and Placement activities
- Gathering feedback from students to enhance placement strategies
- Proven ability to train students and team mates to hone their aptitude skills
- Research and development of Questionnaires cum course content booklets
- Profound interpersonal skills and the ability to communicate with people across the organization, and externally
- Cleared IBPS Clerical, IBPS PO, RRB Assistant, Delhi Police, SSC competitive exams
- Working as a freelancer with different organizations imparting training and content development

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Key Skills as a Team Lead (Sr. Aptitude trainer)

- Meticulous knowledge of reasoning and quantitative techniques
- Vedic Math's expert
- Knowledge of application on arithmetic-based problems during campus placements
- Comprehensive study of the emerging trends related to aptitude tests among the companies, and various state and central level government exams
- Well acquainted with the upcoming quantitative concepts

- Conducting FDPs for the team mates
- Maintaining course files of Aptitude domain
- Reviewing delivery of training sessions for team and student's as per the market's requirements
- Well acquainted with the shortcut's methods
- Ability to assess people on the above-mentioned skills
- Research and Development of Questionnaire on Reasoning and Quant for colleges
- Imparting training to students for AMCAT, CO-CUBES, METTL, HIRE PRO and E - Litmus employability tests
- Experience in teaching both online and offline mode

Key Skills as an Administrator

- Scheduling meetings and appointments
- Framing minutes of meeting
- Single point of contact (SPOC) for Aptitude training related tasks
- Writing and responding to emails enquiries related to Aptitude department in Training and Placement program of organization
- Maintaining and updating student's database
- Preparing documents or course structure for training of team and students
- Researching, training, and making questionnaires for colleges Aptitude booklet as per the companies or client's latest requirements in coordination with corporate resource Centre of organization
- Evaluating team and student's performance
- Maintaining and tracking placement metrics, placement feedback, and testimonials of placed students
- Planning, organizing and executing different Verbal and Aptitude events
- Preparing presentations with detailed reports for every year placements
- Creation and utilization of Training and Placement funds
- Worked for the personal branding of Training and Placement department on providing Vision, Mission, and Logo
- Reviewing delivery of training sessions for team and student's as per the market's requirements
- Technical excellency of creation of work formats including time table, performance analysis and regular report making of team and students using Statistical data on MS Office package
- Acted as an ALUMNI Coordinator cum In charge
- Implemented 1 Page Resume format as per the guidelines of various HR professionals from industry
- Organizer of various Training and Placement related events and activities
- Organizer of Annual College Fest – PARIVARTAN for no. of years

- Meeting placements targets given by Hon'ble management every year for top notch companies on prior identification of potential candidates and delivering special training sessions for shortlisted candidates
- Conducting and attending Demos for hiring of trainers in coordination with HR department as and when required

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Madanapalle Institute of Technology & Science, Andhra Pradesh.

Tenure - Dec 2023 – Till Date

- ***Assistant Professor & Aptitude trainer***
    - Heading a team of 6 faculty members
    - Guiding and training team members on the content and the schedule of the training
    - Responsible for creating and implementing new processes at work like faculty review sheets, motivating and mentoring of trainers and students
    - Conducted and successfully completed the Faculty Development Program on Aptitude sessions for team mates
    - Delivered Special Aptitude sessions in Auditorium for large crowd across all disciplines of MITS on using audiovisual means for better understanding
    - Have constantly received accolades from Management for implementation of new processes to help in better management of course structure, delivery of lectures and improving placements
- ***Research and Development for Questionnaire on Aptitude***
    - Content Development and imparting training according to the companies visiting the campus for recruitment
    - Headed the team responsible for making Aptitude Work Book
    - Evaluate the performance of candidates based on their aptitude tests

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Chandigarh Group of Colleges, Landran Campus, Mohali.
Tenure -9 years ***Jan 2015 – Dec 2023***

- ***Leading a team of 15 Aptitude Trainers as Faculty In charge cum Team Leader***
    - Establishing a complete internal Aptitude Training Team in the campus for the first Time
    - Heading a team of Fifteen faculty members

- 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, motivating and mentoring of trainers and students
- Conducted and successfully completed the Faculty Development Program on Aptitude sessions for team mates
- Delivered Special Aptitude sessions in Auditorium for large crowd including students from all three campuses of CGC Group on using audiovisual means for better understanding.

- ***Research and Development for Questionnaire on Aptitude***
  - Content Development and imparting training according to the companies visiting the campus for recruitment
  - Headed the team responsible for making CGC Aptitude Book named as Quantitative and Logical Aptitude, 4 editions have been published till date
  - Evaluate the performance of candidates based on their aptitude tests

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Antrix Technologies

Tenure -2 years ***June 2010- June2012***

- ***Leading a team of 8 Aptitude Trainers as Team Leader***
  - Heading a team of six faculty members and two content developers
  - Guiding and training team members on the content and the schedule of the training

- ***Research and Development for Questionnaire on Aptitude***
  - Developing the Course Structures and batch plans for various competitive courses like Bank PO/Clerical, and other state entrance tests
  - Training students in Quantitative and Reasoning Aptitude for Bank PO/Clerical and other state competitive exams

- Managing the Content Team to get the study material delivered in time
- One to one student counseling and personal review sessions

PROFESSIONAL ACHIEVEMENTS

- Was awarded as the "Best Teacher" on Teachers' Day 2021
- Was awarded as the "Faculty leader in placements" for the highest number of placements on placement day of 2018
- Chief Organizer of Mega Aptitude event named "The Quizzardy Mitizens Crew- The Challenge Date 2K24" held in October 2024
- Chief Organizer of Mega Speaking event named "Talkology: Be The Vocal Masters" held in November 2024
- Chief Organizer of Mega Aptitude event named "The Wise Quacks- The Challenge Date 2K23" held in September 2023
- Chief Organizer of Mega Aptitude event named "The Quiz Lords- Let's Get Quizzical 2K23" held in April 2023
- Helped many students of 2015, 2016, 2017, 2018 and 2019, 2020, 2021, 2022, 2023, 2024, 2025 Batches to get calls from top notch Day 0 and Day 1companies
- Significant selections in Day 0 Companies like Microsoft, Amazon, Google, Zycus, Arcesium, Unisys, Mu Sigma, Flip kart, Nutanix, Tek Systems, Polaris, SAP Labs, Hitachi, Scaler, Palo Alto, Service Now etc.
- Mass selection of students in Day 1 eminent companies like Cognizant, Wipro, IBM, HPE, Mind Tree, Deloitte, Tech Mahindra, Sapient, Persistent etc.
- Significant selections of students in SAT, GRE, GMAT, CAT, Banking, other State and Centre level exams
- Have constantly received accolades from Management for implementation of new processes to help in better management of course structure, delivery of lectures and improving placements every year
- Was involved in documentation work of NBA and NAAC Accreditation of Organization
- Helped many students to get calls from Defence forces on imparting SSB Training for Defence aspirants
- Cleared IBPS Clerical, IBPS PO, RRB Assistant, Delhi Police, SSC competitive exams

Education

- ME- CSE from NITTTR, Panjab University, 2014 pass out with 7.52 CGPA or 75.2 %
- B-tech- CSE from Rayat and Bahra Group of Institutions, PTU, 2010 pass out with 65.06%
- Intermediate from Shishu Niketan Model Sr. Sec. School, Chandigarh, 2005 pass out
- High School from Shishu Niketan Model Sr. Sec. School, Chandigarh, 2003 pass out

Personal details

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DOB: 23rd July 1987

Current Organization: **Madanapalle Institute of Technology & Science, Andhra Pradesh**