Curriculum Vitae

Devendra Kumar
S-14, Staff Housing, IIM Rohtak
Rohtak, Haryana, 124010
Mobile No.+91-8930139335
E-mail: dev10may@gmail.com

Career Objective:

To secure a position in a institution where I can use my skills and abilities to make a high contribution towards the placements of the organization.

Total Experience: 12+ Years

Organization – Indian Institute of Management, Rohtak

Designation- Placement Officer
Tenure - **Dec 2021- Present**
Work Profile-

- Inviting companies for Campus Recruitments,
- New client acquisition for placements of students
- Industry partnership for placements, guest lectures and summer placements.
- Mentoring placement committee.
- Mentoring summer internship committee.
- Mentoring Placement Preparation Committee.
- Managing all administrative and compliances related to placements.

Organization – Manipal University, Jaipur

Designation- Training & Placement Officer
Tenure - **Apr-2021 to Nov 2021**
Work Profile-

- Inviting companies for Campus Recruitments,
- New client acquisition for placements of students
- Relation development with existing clients for placements in corporate.
- Special focus on core companies hiring,
- Arranging Summer Internships,
- Mentoring students for career counselling.
- Arranging industrial visits for students.

Organization –Aravali College of Engineering & Management, Faridabad

Designation- Sr. Manager Training & Placement
Tenure- **May 2019 to Apr-2021**
Work Profile-

- Inviting companies for Campus Recruitments,
- New client acquisition for placements of students
- Relation development with existing clients for placements
- Arranging Summer Internships,
- Mentoring students for career counselling.

- Managing all the compliances related to T&P,
- Arranging industrial visits for students.

Organization–MB Jan Kalyan Shiksha Samiti, Mathura

Designation- Manager Placements
Industry- Education & Teaching,
Tenure- **July-2017 to May-2019**
Work Profile-

- Inviting IT companies for Recruitments(Off-Campus),
- New client acquisition for placements of students
- Relation development with existing clients for placements
- Arranging Internships,
- Career counselling.

Organization –GLA University, Mathura

Designation- Deputy Manager Corporate Relation (Placement)
Experience - **Nov-2016 to May-2017**
Work Profile-

- Inviting companies for Campus Recruitments,
- New client acquisition for placements of students
- Relation development with existing clients for placements
- Arranging Summer Internships,
- Mentoring students for career counselling.
- Arranging industrial visits for students.

Organization –Satya Group of Institutions, Palwal (Faridabad)

Designation- Assistant Manager Admissions
Experience- **Apr-2013 to Nov-2016**
Work Profile-

- Mentoring students for career counselling.
- Managing all the compliances related to Admissions.
- Inter-action with students and parents for admissions.
- Meeting coaching institution and school principal for liaison to admissions.
- Organizing principal meet at district level.

Achievements-

- **Got exceptional performance award for good admissions in Satya College.**
- Got the prize for delivering presentation in the seminar organize by Palwal area colleges.
- Member of the anti-ragging committee at college level.

Computer Proficiency:-

- A & O level from DOEACC Delhi.
- **Advance diploma in computer application(ADCA)**
- **Highly efficient on use of computer applications like Excel, Word, Powerpoint, Outlook and Desktop Publication.**

Strengths:-

- Hardworking
- Go getter attitude
- Ability to learn fast
- Co-operative

Personal Details:-

Name	**:**	Devendra Kumar
Father's Name	:	Mr. Likhiram
Marital Status	:	Married
Date of Birth	:	10 May, 1990
Nationality	:	Indian
Gender	:	Male
Permanent Address	:	Karahari, Ranhera, Chhata, Mathura (UP),Pin No-281404

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: **(Devendra Kumar)**