

PRIYANKA AHUJA

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OBJECTIVE

Performance-driven, insightful **Professional** offering **over 9 years in HR and 5 years' in B school hiring** of rich and qualitative experience, aspiring to acquire growth-oriented opportunities with an organization of high repute

CORE COMPETENCIES

- Corporate Relations
- B School hiring
- Alumni Relations
- HR Initiatives
- Performance Appraisal
- Training & Development
- Policies and Procedures
- Compensation Structure
- HR Operational Processes
- General Administration
- Employee Engagement
- Attrition Management & Retention

TECHNICAL SKILLS

- MS Office (Word & Excel)
- Software related to Placements & Payroll System & Time Office

PROFILE SUMMARY

- Driven and results-oriented Placement Manager with [X] years of experience in guiding students and professionals towards successful career placements. Proven track record of fostering relationships with employers and educational institutions to create fruitful partnerships. Proficient in designing and executing comprehensive placement strategies tailored to meet the needs of diverse stakeholders. Possesses a keen understanding of industry trends and job market dynamics. Adept at leveraging technology and data-driven insights to optimize placement outcomes. Exceptional communication and interpersonal skills, coupled with a passion for empowering individuals to achieve their career goals.

- Dedicated HR professional with a proven track record in talent acquisition, employee relations, and performance management. Skilled in creating and implementing effective recruitment strategies to attract top-tier talent while ensuring compliance with employment laws and regulations. Proficient in fostering a positive work culture through employee engagement initiatives and conflict resolution. Adept at utilizing data-driven insights to optimize HR processes and drive organizational growth. Seeking opportunities to leverage expertise in placements and HR to contribute to the success of a progressive organization.

EDUCATION

2006: MBA (Human Resource Management) from CCMS College, Udaipur 2004:B.Com. From JDB College, Kota, University of Kota

ORGANISATIONAL EXPERIENCE

From Mar'24 till date with The ICFAI Business School as Deputy Manager Corporate Relations, Jaipur

Employer Relationship Management: Building and maintaining relationships with various companies and organizations to create placement opportunities for students. This involves networking, attending industry events, and understanding the hiring needs of different sectors.

Student Counseling and Preparation: Providing guidance and support to students in their career planning and job search process. This may include resume writing, interview preparation, and conducting workshops on soft skills development.

Placement Strategy Development: Developing and implementing strategies to enhance placement outcomes, including identifying target industries, analyzing market trends, and aligning the school's curriculum with industry requirements.

Internship Coordination: Facilitating internships for students to gain practical experience and exposure to real-world business environments. This involves liaising with companies, matching students with suitable internships, and monitoring their progress.

Placement Events and Activities: Organizing job fairs, recruitment drives, and networking events to connect students with potential employers. This also includes arranging campus interviews and facilitating interactions between students and recruiters.

Data Management and Reporting: Maintaining accurate records of student placements, tracking placement trends, and preparing reports for stakeholders such as faculty, administration, and accreditation bodies.

Alumni Engagement: Engaging with alumni to foster professional connections and leverage their networks for placement opportunities. Alumni can serve as valuable mentors, guest speakers, and recruiters for current students.

Continuous Improvement: Staying abreast of industry developments, emerging job roles, and evolving recruitment practices to continuously improve the placement process and ensure students are well-prepared for the job market.

From Feb'22 till Feb'24 with Jaipuria Institute of Management, Jaipur
in Placements & Corporate Relations Department

- Convert new accounts through structured market outreach.
- Plan and engage with corporates for strategic activities including guest lectures, panel discussions, conclaves, workshops, competitions, etc.
- Manage and support student career services, including career counselling, grooming and helping in the preparation of students for facing interviews.
- Work with key stakeholders including Alumni, Faculty, Administration, Marketing & Admissions teams to achieve both career services and larger institutional objectives.
- Well networked in the corporate HR community. Experience in working with senior professionals in HR and functional leaders, having a track record of closing the deals.
- Achieving Placement and Internship targets.
- Create new placement partner's basis placement load across schools and managing existing placement partners for repurchase of placements, internships
- Student counselling sessions in house for graduation outcomes.
- Corporate Engagement activities like Guest Lectures, Student Trainings, Conclaves, Workshops etc.
- Strategize and achieve successful career outcomes for the graduating class through a robust campus recruitment process.
- Achieve individual targets assigned for the annual recruitment process, summer internships and live projects. Support other team members wherever required.

Since Nov'2020 to till Jan'22 with IIHMR University, Jaipur in Placements and Alumni Relations department Role:

- Generate employment opportunities for students and alumni by establishing and maintaining productive employer partnerships. Collaborate and promote Career Planning services through presentations, student organization outreach, New Student Orientation and in concert with support services.
- Aggressively contact and tie up with corporates to develop partnerships and placements. Help students identify employment options that match their career interests.
- Assist students in all aspects of the job search including resume writing, interviewing techniques and job referrals. Schedule and follow up on student interviews with prospective employers.
- Participate in coordination and organization of job fairs such as the annual Career and Internship virtual job fair.
- Contact corporates to develop reciprocally beneficial partnerships for jobs, internships and job shadowing opportunities. Assist employers in advertising job opportunities through.
- Assist with maintaining employer database(s). Maintain student files as needed. Submit monthly report. Provide targeted career information and resources for specific majors and interest groups to students, alumni, faculty, and staff as needed.

Jan'13 to Jun'18 with Satguru Rojana Retail Pvt Ltd. As Manager HR Role:

- Analyzed the requirement of organization as per the Retail industry standards
- Steered end-to-end Recruitment by sourcing CV's from Job Portals, shortlisted CV's as per the JD & Retail industry standards, forwarded it to the concerned HOD's, organized and arranged interviews for shortlistedcandidates
- Conducted joining formalities i.e. welcome the candidates, application form, academic testimonials & experience certificates of candidates
- Enhanced employee connect through focus on touch points, on-boarding, buddy programme, leadership connect, open house sessions & skip level meetings
- Assisted the accounts department for making the salaries of employees
- Executed training & development initiatives for improved productivity and quality enhancements

Sep'11 to Aug'12 with Park Inn A Sarovar Hotel, Jaipur as Assistant HR Manage Role:

- Planned human resource requirements in consultation with various Business Heads & conducted selection interviews
- Controlled various HR activities entailing staffing, recruitment, induction program, contract negotiations, discipline, policy & procedures and retirement programme for employees
- Liaised for formulation & implementation of increment, incentive & other remuneration policies
- Steered training & development initiatives for improved productivity and quality enhancements
- Identified training needs across levels through skills mapping for particular positions & analysis of existing level
- Led the payroll functions, promotions, transfers, annual revisions & full & final settlements for contractual employees
- Resolved employee queries w.r.t. LTA, leave balance & attendance as per the organisation policies
- Collected timely attendance from all the locations of temporary staff and sending the same to manpower contractor; ensuring that salary gets credited timely
- Led administration activities, interacted with contractors of canteen, transport and security
- Ensured quality and hygiene of food at staff cafeteria and also ensured high standard of housekeeping in Staff Locker's Room and Guest House
- Conducted surprise visits at Cafeteria, Boys Hostel/ Girls Hostel
- Executed events like Independence Day, Republic Day celebration

Aug'09 to Sep'11 with The Fern- An Ecotel Hotel managed by Concept Hospitality Pvt. Ltd., Jaipur as Senior HR Executive Highlight:

- Played a key role as Member of Pre-Opening Team and managed the department independently in the absence of HR Manager for a period of 6 months

Sep'07 to Jun'09 with Ushodaya Enterprises Pvt. Ltd. (Enadu TV, Ramoji Group, Hyderabad), Jaipur as HR Executive Highlights:

- Executed HR Operations independently for entire Rajasthan Channel including the Regional Office & 2 MB Center
- Appointed as First female HR at ETV Rajasthan Channel
- Successfully imparted training to the team members and sent various reports to Corporate Office
- Assisted the General Manager in preparing minutes of all the meetings

On the Job Training

Jun'06 to Aug'07 with Hotel The Trident Hilton as Trainee

PERSONAL DETAILS

Languages Known: English and Hindi

Mailing Address: 62/48, Sheoupur, Pratap Nagar, Jaipur - 302033