**Personal Details.**

Date of Birth: 18th October 1983

Marital Status: - Single

Visa Status: Visit Visa

Languages: English, Hindi

**Profile Summary.**

Creative, self-motivated & dedicated Academician & HR with a Master’s degree in Human Resource and Marketing. Having 8 years of experience as a Trainer/ Lecturer & HR Executive.

Currently looking to further enhance my professional skills by working in a multicultural and highly professional environment where I am allowed to acquire a more international perspective.

**Education.**

Dec 2011- Dec 2013 Master in Commerce, CV Raman University

May 2005-May 2007 Master in Business Administration (HR, Marketing) from Indian Institute of Planning &

 Management

March 02- April 05 Bachelors in commerce from Utkal University

July 15 – till date TEFL Diploma from American TESOL Institute (ATI)

**Key Skills.**

* Exceptional ability to work independently. With excellent verbal and written communication skills.
* Facilitated Communication Training. Designed and established training material.
* Communicate effectively with students by listening calmly and responding to their needs by demonstrating in classroom as per the curriculum and planned lessons.
* Displayed excellent time management and multitasking abilities by working simultaneously on a variety of job profiles to fill in position in Volumes.

**Computer Proficiency**

* Proficient in MS Office, Outlook

**Linguistic proficiency**

* English, Hindi

**Work Experience.**

**Jan 2014- Till date TRAINER AT FRANKFINN INSTITUTE OF AVIATION & HOSPITALITY, Bhubaneswar**

**Sep 2009- Oct 2013 LECTURER AT ABIT – JRD INSTITUTE OF MANAGEMENT**

 Teaching students the theoretical and practical aspects through lectures, seminars, practical laboratory

Demonstrations of:-

* Communicative English
	+ - Personality Development
		- Business studies
* Business Communication
* Entrepreneurship Development
* Organization Behavior
* Human Resource Management & HR specialization subjects.
* Trained students the skills and techniques of speaking English clearly.
* Conducted continuous education sessions based on feedback and training need analysis. Prepared Communicationsand Grammar content for students.
* Imparting effective grammatical skills, idioms, phrases, commonly used words and other colloquial terms.
* Enhance the comprehension skills in terms of their communication and listening skills.
* Conducting seminars on various topics.
* Eliminate the usage of Indianism terminologies such as Ineffective Communication and relation to the soft skills.
* Provide timely guidance and feed back to students, advice and counsel them.
* Prepare mock question papers as per course syllabus.
* Participate in setting question papers, conducting examinations, evaluate papers and provide feedback to students and monitor their performance.
* Challenge thinking and develop the ability of students to engage in critical discourse and rational thinking.
* Update knowledge and understanding in field or specialization.
* Balance the competing pressures of teaching, scholarship,research,knowledge transfer, administrative demands and deadlines
* Participating in departmental meetings and staff training activities.
* Supervise student projects, field trips and, where appropriate, placements
* Imparting soft skills & personality development sessions for students in various industries.

**JAN 08 – AUG 09 MAHINDRA SATYAM AS HR EXECUTIVE, HYDERABAD**

**DEC 06 – DEC 07 MANPOWER SERVICES AS HR EXECUTIVE, HYDERABAD**

**Recruitment: Offshore and Onsite: Lateral Hiring:**

* Understanding requirements from the concerned team where the position is to be filled.
* Interviewing profiles across levels, from short listing to selection, till the offer is rolled out.
* Collecting ARF and preparing job description.
* Maintain various information trackers that the team uses including the master tracker.
* Conduct final negotiations and keep a track of all offers made, deviations on salary and the various

 approvals required to roll out an offer.

* Sourcing, head hunting and cold calling for roles relevant to the requisitions raised.
* Coordinating with the internal employee referral team on an ongoing basis and providing feedback on

 profiles short listed.

* Worked with vendors and internal sources towards closing requirements within the turn around time

 (TAT).

* Present various ad-hoc reports relating to market intelligence and other research areas as required.
* Have worked on niche` requirements like Expatriates for the cultural integration role, etc
* Conduct RFI on specific requirements for market research.
* Tracking the expiry of the agreements and Job postings expiry.
* Tracking referral awards for payroll advise
* Filing the agreement copies, tracking the vendor invoice payments.

 **Talent Management**

* Coordinating on offers and joining formalities.
* Collecting the required documents – offer acceptance, Reference check and employment eligibility

 and identity verification documents.

* Preparation of Appointment Letters, Revision letters, certificates for Immigration for verification

 purpose.

* Send the Joining reports to associates over email.
* Conduct Joinee orientation for associates being transferred from India to US
* Create ID number and coordinate for the NT user id and password. Communicate details with the

 associates.

* Employee grievances handling and involvement in Employee Relations.
* Background Verification Checks and file audits as per the client’s requirement.
* Reports generation and maintenance of personal files.
* Updating and co-coordinating the database of active and inactive associates.
* Business Card follow up for the associates.
* Handling mandates mentioned above under “Clients” and understanding their requirements.
* Initial telephonic screening and validating the profiles based on communication skills
* Complete data confidentiality.
* Was Quality Analyst for approving quality of candidates’ w.r.t voice and accent to forward them for

 further stages of the interview.

* Frequent client meet on required manpower on monthly basis
* Sourcing resumes through job portals, existing database, walk-ins, candidate references and

 employee referrals.

* Placing job advertisements on recruitment portals.
* Qualification, years of experience, number of implementations, consistency in projects and team size.
* Grooming candidates on their communication by conducting mock calls
* Personal interaction with the candidates and scheduling analytical tests.
* Administering analytical test and evaluating them.
* Coordinating with the respective client with respect to qualifications and salary expectation.
* Arranging HR, operations and voice and accent round of Interviews for the short listed candidates.
* Negotiate salaries and make offers to the prospective candidates.
* Organizing walk-ins for multiple requirements.
* Maintain MIS for managing candidates and applications and preparation of daily trackers.
* Maintaining 100% accuracy and on-time delivery of offer letters.

**Extra-Curricular Activities**

Badminton, basketball, Table tennis

Member in the inter-school squad for athletics.

**Journals**

* Ms Rosemary Wilsone., Feb 2012, “*Occupation Behavior”- In context to Indian Scenario*, The

 International journal-Research journal of Economics and Business Studies, Vol. 1,

**Professional Training.**

* Faculty Development Programme on SPSS & Research Tools
* Faculty Induction Programme by NITTTR­­­
* Faculty Development Programme on Entrepreneurship Development by Institute of Entrepreneurship
* Development, Odisha
* LEAN Training, Hyderabad
* Interview skills workshop, Hyderabad

**First Name of Application CV No:** **1668600**

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