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| --- | --- |
| **Shruthi**  |   |
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**Objective**

Seeking a teaching position where my experience and further training will be fully utilized to provide students with a positive learning experience.

**Professional** **Strength**

**Aug. 2013 – Mar. 2015**

**Sapphire International School**

**PRT**

* Conducting Computer classes (KG & Primary [Grade I-III]) as per CBSE curriculum.
* Managing Computer Lab.
* Teaching other subjects (EVS, Maths, English) as required (KG & Primary [Grade I-III]).

**May 2008 – Jun 2012**

**Ace Footmark (P) Ltd.**

**HR Executive**

* Sourcing and screening the candidates according to requirements.
* Arranging of technical interview and background verification.
* Joining and Induction of the hired candidates.
* Updating HR manual.
* Maintaining Attendance and Leave records.
* Employee Engagement by planning events and activities.

**Skills**

* Internet and Computer (MS Office) savvy.
* Communication – Oral and Written.
* Efficient team player.
* Ability to work independently and without supervision.
* Keen to learn new skills.
* Attention to detail.
* Patient Listener.

**Education**

**Professional**

* **B.Ed (2012-13)** from **Kurukshetra University**, Kurukshetra.
* Two-Year Full Time (2006-08) Post Graduate Program in Planning & Entrepreneurship from **The Indian Institute of Planning & Management**, New Delhi leading to **Masters in Business Administration** degree from **International Management Institute, Belgium** with a dual specialization in **Human Resource** and **Marketing** with anAggregateof **69.4%.**
* Successfully completed **Bachelor of Computer Application (BCA)** from **Amity School of Computer Sciences** with an Aggregate of **65.4%**.

**Academic**

* Successfully completed **XII** from **Somerville School (CBSE)** in **Commerce Stream** with an Aggregate of **73%.**
* Successfully completed **X** from **Somerville School (CBSE)** with an Aggregateof **71%.**

**Summer Training**

Company : **Patni Computer Systems Ltd. BPO**

Position : Project Trainee

Period of work : 02 April, 2007 to 31 May, 2007

Project Details : Title - “Work Force Management”

* Recruitment – Conducting First Round of Interviews
* Looking after the Hiring, Joining and Separation Formalities
* Maintaining Employee Database in People Soft
* Handling employee queries related to Salary, Leaves, Transportation, ESIC, etc.

**Projects**

* **Thesis**

Topic: “Training and Development at HCL Technologies Ltd.”

Description: This is a part of the curriculum of MBA at IIPM. This is a study about

 Training and Development at HCL and the benefits thereby achieved.

* **Organization Behavior and Human Resource Development**

 Topic: “Employee Engagement Status In NTPC and TIC Integrated

 Marketing Services Ltd.”

 Description: Comparing Employee Engagement Status in NTPC and TIC Integrated

 Marketing Services Ltd. Evaluation was done through Questionnaires and

 Personal Interaction with the HR Manager and the Employees.

* **Consumer Behavior**

 Topic: “Indianzation of Brands – DiscoveryChannel and Maggi

 Noodles”

 Description: Market Survey of both the brands was done with the help of Questionnaires.

 Positioning/Mindset of consumers towards these brands was determined.

* **Advertising**

 Topic: “AD Campaign of “Nandi Brand Auto”

 Description: Study of the AD Campaign in respect of Target Audience, Product Profile,

 Objectives of the campaign, Creative Brief, Message and Media Strategy,

 Advertising Budget, Testing and Evaluation.

* **Computers**

Topic: “Auto Sales Management”

Description: Developing a Database Management Program for easy handling of records

 for Hero Honda Showroom. Front End used was Visual Basic and Back End

 Used was Microsoft Access.

**Personal Details**

* Date of Birth : 29th June 1983
* Nationality : Indian
* Marital Status : Married (1 Child)

**Job Seeker First Name / CV No: 1717458**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 