**Mrs. Sandhya**

Academic & Administrative Professionals

MBA-HR Qualified, 04+ Years Experienced

Exposure –Engineering &Management Colleges

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 San sandhya.380621@2freemail.com

**Objective –**

* Seeking Middle Level Assignment in Academic / Human Resource management (HRM) With a Growth oriented organization where my skills & abilities can be utilized for mutual growth.

**Profile Summary -**

* A dynamic professional with over 04 Years of experience in Academic & Administrative field.
* Head of Department at accredited university, Teaching Subjects to Management & Engineering students.
* Follow’s Management Guidelines and communicates to staff & students.
* Ability to develop & deliver short courses on professional / academic subjects.
* Comprehensive knowledge on HR competencies, recruitment, Training & policy implementations.
* Counselling of students, meeting their parents, advice & guiding them.
* General Administration, Employee & students engagement activates & documentation.
* Commitment to diversity and multiculturalism
* An effective communicator with excellent relationship building & interpersonal skills.
* Proven problem solving abilities to for smooth operation in daily academic & administrative way
* Ability to work effectively as Lead / part of the team.



**Ac Academic Education-**

* 2010 – MBA in HR & Finance from Uttar Pradesh Technical University, India.
* 2008 - Graduation - Bachelor of Science in Zoology & Botany from Allahabad University, India.
* 2004 - Intermediate from I.S.C. board, Allahabad, UP, India



**Personal Skills**

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| * Interpersonal Skills
* Communication Skills
* Manage Multiple task
* Mediation & Advocacy
* HR Policies & Procedures
 | * Staff Recruitment & Retention
* Employee & Students Relations
* Alternative Dispute Resolution (ADR)
* Benefits Administration
* Leadership qualities
 | * Time Management Skills
* Individual / Team Player
* Training & Development
* Performance Management
* Strong work Ethic
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**Successful Accomplishments –**

* Appreciation award from Management in Year-2013 to increase student strength.
* Appreciation award from Management for best evaluation score of students.
* Award in debate competition on College Annual Day Function.

**Project & Research Report**

* Industrial Project: Training & Development Procedure at manufacturing unit of Reliance Industries Ltd. Allahabad.
* Academic Project: Impact of absenteeism and its solution at B.P.C.L. in Allahabad.

**Preference Interested Field (Govt. Sector / Automotive / Medical Industry)**

* Teaching & Counselling
* Human Resource Management
* Quality / Sales Department

**Carrier Time Line- 04 Years’ Experience in India & looking for opportunities at UAE**

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| **Year** | **Organization** | **Position** | **Location** |
| 2010-2011 (05 months) | India Skills | Counsellor | Allahabad |
| 2010 - 2011 | Institute of International Business Management | Assistant Professor  | Allahabad, UP, India |
| 2011 - 2014 | MadhuVachaspati Institute of Engineering & Technology | Head of Department(Management)  | Allahabad,UP, India |
| MADHU VACHASPATI INSTITUTE OF ENGINEERING & TECHNOLOGY, Affiliated to Dr. A.P.J.AbdulKalam Technical University, Lucknow Approved By AICTE, New Delhi offering B. Tech & MBA courses. |

**Job Responsibilities -**

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| HOD Management Division - Leading MBA Division  |
| - Teaching following subjects to MBA & Engineering students –  \* Principles & practices of Management \* Organization Behaviour \* Marketing Management \* Consumer Behaviour \* Production Management \* Human Resource Management- Explaining policies, procedures, benefits, and what will be expected from staff & students- Develop annual strategy plans for effective operation as per bench marking survey - Internal evaluation of students, conducting review and reporting to Management. - Integrate computer technology into the curriculum- Develop competency in student for learning & writing approach. - Facilitating as co trainer & trainer in house for soft skill / behavioral training.- Work allocating to staff as per their capabilities & monitor performance. - Handling Performance Management System and identify scope for enhancing. - Rewards and Recognition to best students.- Conducting Fun at work – Communicating the events on the floor on / off floor.- Scheduling Induction for New Joiners.- Reporting to Directors - Responsible for entire MIS systems |
| General Administration -  |
| - Planning & budgeting the administration expenses and working towards minimizing the operational cost.- Coordinating Manpower planning, Recruitment, Induction, Exit Interviews & ensuring culture fit- Keeping track of Confirmation, Appraisals, and Increments of employees.- Assist to College Management in decision making and developing policies.- Maintaining employee’s & student personal files and records- Preparing various letters like Offer Letter, Promotion / Increment / experience letters. Absenteeism notice, warning letter, showcase notice & reliving letter after the discussion with Higher authority.- Handling day to day administrative activities in coordination with internal /external departments. - Issuing / Authorize entrance admit card, training certificates for students.  -Effectively managing welfare measures, management - employee get together, picnics & parties- Support annual functions activities like sports, dance, quiz & debate.- Initiated regular Birthday mailers & celebration policy.- Encourage greater employee participation to come forward and voice their opinions / suggestions. - Support to conduct Employee Satisfaction surveys and review to Management. - Authorizing leave of students / junior &proceeding information for data in attendance system. |
| Training -  |
| - Organizing work shop & Seminar for students- Identification of training needs and nominating candidates for training. - Evaluation of the employees post training program-Coordinating with the External Trainers regarding the Training schedule.- Responsible for the development and delivery of the employee induction program.  |
| **Counselling -** |
| - Work closely with management and employees / students on all grievance issues within the organization.- Understanding the difficulties arises with students / employee.- Making good relation with students & employee to helping them out from problems. - Counselling and mentoring students / employees to provide impartial determination to issues on attendance, salary, discipline, co-worker and to seek an effective resolution after inquiry / discussion. - When it becomes difficult to handle at first level then escalating the matter to next level.- Counselling/mentoring to maintain a healthy work environment and facilitating satisfaction- Resolving Employee Grievances & counselling sessions.- Helping employees to avail various benefits available to them as and when required.- Discuss with senior management to provide academic support to students in line with business objectives.- Meeting with students and their parents to explain courses benefit and career growth. |
| **Recruitment -**  |
| - Coordination with faculties and understanding their requirements, defining job positions. - Developing and maintaining job descriptions- Developing / Introducing new Recruitment Policy as per staffing projections & Management guidelines.- Resourcing, screening and short listing resumes through various job portals or internal reference- Short listing the resumes based on desired skills and experience. - Advertising vacancies, screening and short listing resumes.- Conducting telephone and Personal interviews in coordination with departmental heads. - Reviewing offer letter, employment contract, job descriptions & joining formalities. - Reviewing final settlements, Gratuity, leave salary and all employee benefits.- Assisting Management to conducting appraisal exercise.- Self-rating and superior rating and next year targets. |



**Salary structure & Availability -**

Expected Salary – Negotiable

Expected Facility – Visa, Medical Insurance, Annual Air Ticket with One month paid leave & local transport.

Joining time –One week

**Personal Information –**

Date of Birth – 02/12/1985. Marital Status – Married Child – One baby

Language Known – English & Hindi Nationality – Indian Residential – Sharjah, U.A.E

**Languages Proficiency –**English & Hindi

Declaration –Transcripts of Degree certificates & experience letter from colleges will be provided on request.