

# POOJA J

*Training & Placement Manager*

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## PROFILE

A management professional with 9+ years of experience which includes 6 years of Institutional experience and 3 years of University placement. Specialized & expertise into Training & Development, Training & Placement and Career Development.

## PROFESSIONALSKILLS

Team work & Leadership skills | Effective Planning & Organizational skills | Team performance Evaluation | Staff Management | Operations Management

## PERSONALSKILLS

Creative spirit | Reliable & Organized | Time management | Team player | Fast learner | Motivated

## TRAINING&DEVELOPMENT

8 yrs experienced in Soft Skills Training to students for placement processes.

Expertized training topics:

Voice & Accent Presentation skills | Team work & Leadership skills | Behavioral skills | English Grammar & Conversation Group Discussion | Public Speaking | Interview Preparation | Business English

## PROFESSIONALEXPERIENCE

### TRAINING & PLACEMENT MANAGER

**Parul University** July 2019 – Jan 2023

- Placed more than 550 candidates in 3yr tenure at an individual capacity with companies like Tata Power, Opsfuse, Rumango, Hitachi payments, TIAA India, Cybage, Hexaware, SilverTouch technologies, Piramal Group, Paycraftsol, Schaeffler India, Atul Auto Ltd, Adient India Ltd, CEAT Tyres, Zydus, Sun Pharma, Sleek international, Byjus, Atlas Copco and many more.
- Driving the end-to-end recruitment steps within the campus recruitment domains especially in engineering and technology roles
- Shaping, refining and creating campus recruitment strategy, ensuring relevance to local business needs and changing market conditions
- Currently active as Training & Placement Manager with Parul University for 10 colleges including Arts, Commerce, Diploma Engineering, Design & fine Arts, Law, Hotel Management, Library Science, Architecture etc.
- Managing activities during internship program which creates excellent intern experience beyond the learning pathway as well as driving them into placement conversion
- Working with stakeholders to plan and implement impactful/market-leading recruitment process, ensuring positive experience and adding value to business
- Building networks and alliances internally and externally to form strategic relationships and achieve common goals that directly impacts our future workforce plan
- Conveying the end-to-end campus recruitment proposition and support to our clients and student base
- Working closely with recruiters to ensure effective and efficient service delivery
- Seeking opportunities to improve inefficiencies by sharing best practices to make changes where possible and necessary
- Much active in Public Speaking and Soft Skills too for catering the needs of current requirements.

- Actively managing and handling Industry expert sessions, webinars and expert talks for students in upliftment of their skills.
- Organizing Industry visits.
- Pertaining student Internship programs at regular semesters.
- Involved timely with faculty deans, principals, management towards student training & placement activities.
- Regular approaches to different segments of industries and companies at Pan India level for campus drives.

#### **ASSISTANT MANAGER – TRAINING & PLACEMENT**

**Shemaroo Entertainment Ltd | June 2017 - Mar 2019**

- Developed a strategic plan for communicating, recruiting, admitting and orienting new students into a competitive program.
- Continuous touch with industry for Intern placement and merging with them for various projects on boarding.
- Team handling and intern's management.
- Rolling out required training to the interns and searching for prospective opportunities in competitive companies and placing them successfully.
- Strategic planning & implementation of required skills training to candidates as per Industry requirements.
- Established prospect connection and land up placements with eminent groups like Zee, Prime Focus, Red Chillies, Balji Group and many more.
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#### **ASSISTANT MANAGER – TRAINING & PLACEMENT**

**CMC Ltd – subsidiary of TCS Ltd, a TATA group | June 2012 - Jan 2017**

- Responsible for training & placement activities to students successfully completing courses at the institute. ■
- Hunting competitive job opportunities for the students pertaining to their skill sets through various job portals and social media networks.
- Engaging industries and institutes to cater company needs with effective and trained resources from our institute.  
to get maximum higher package offers to the eligible candidates.
- training sessions to the students to maximize placements.

#### **ACADEMICS**

MBA - Human Resource Management| 2 0 1 4 | Grade: 68%  
Yashwantrao Chavan Maharashtra Open University

Bachelor's of Engineering - IT | 2012 | Grade : 69%  
K.K.Wagh Engineering College, Nasik

Diploma - IT | 2009 | Grade : 67%  
K.K. Wagh Women's Polytechnic, Nasik

SSC | 2006 | Grade : 69%  
St. Francis High School, Nasik

#### **TECHNICAL KNOWLEDGE**

Dos, Windows 98,2000 and XP, C, Visual Basic, HTML, Microsoft Frontpage, UleadCool 3d2, Windows Movie Maker, Social Media Apps, Blogger, Google apps

**PERSONAL INFORMATION**

Address : Tirumala Aashiyana, Chetana Nagar, Near Guru Gobind Singh College, Nasik.

Date of Birth : 31/10/1990

Age : 32 yrs

Marital Status :Single

Nationality : Indian

Languages Known : English, Hindi, Marathi, Gujarati