



**SRI.A.VENKATESH**

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## **Training & Placement Officer**

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### **ABRIDGEMENT**

- *To gain a great insight in the field of Training & Placements by the way of exposure to the real work in well reputed Institutions.*
- *To find new capabilities and new confidence with a rewarding career.*
- *To be challenging and be confident of my personal abilities and those abilities and skills needed to excel in the field of Training & Placements.*
- *To join the journey of intellectual empowerment based on challenging values and potentialities.*

### **ACADEMIC CREDENTIALS:**

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2005	MBA (HR & Marketing)	Andhra University, Visakhapatnam
2003	B.Com	Nagarjuna University, Guntur

**Membership in Professional Bodies: Member in NHRD, Hyderabad Chapter**

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### **PROFESSIONAL CONTOUR:**

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**December-2012 to till date SRKR Engineering College,Bhimavaram Training & Placement Officer**

**Roles & Responsibilities:**

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- **Industry Institute Interaction.**
- **Arranging Campus Interviews**
- **Co-ordinating regarding MOU's with different Companies.**
- **Arranging Industrial visit of students.**
- **To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.**
- **Creating Policies for Placements and Training in College**
- **Networking with major Employers and Relationship building**
- **Creating a system for Employability Training to students**

- *Creating and maintaining of Database of companies*
- *Improving the placement record*
- *Arranging Faculty Development Sessions from Industry and Academia*
- *Created record with Product Based Companies with a package of 12 Lakhs Per annum,8 Lakhs per annum,7.5 Lakhs Per annum.....*
- *Placed 126 students in Civil Engineering with top Infrastructure Companies.*
- *To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.*
- *To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.*
- *To monitor the working of alumni association and to arrange their meetings.*
- *To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.*
- *To arrange entrepreneurship camps and to motivate the students for self employment.*
- *To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.*
- *To engage classes for teaching as well as for personality development of students.*

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**March-2011 to December-2012    GVR Infra Projects Ltd, Chennai**

**Asst.Manager (HR)**

**Talent Acquisition**

- *Organizing Campus Interviews/Walk-In Interviews*
- *Closing of positions within the Recruitment cycle.*
- *Scheduling & Organizing Interviews for all levels.*
- *Processing of documents for Recruitment Committee for GM & Above level*
- *Posting of Advertisements in Naukri portal*
- *Ensure proper documentation while processing for Recruitment Committee.*
- *Posting of vacancies in GVR portal(Careers)*
- *Conducting Induction & Joining Formalities*
- *Preparation of Employee Handbook*
- *Preparation of Monthly Recruitment Tracker(MIS)*

**May-09 to Mar-11        Samhitha College of Mgmt & Tech,Rajahmundry**

**Asst.Prof/HOD**

- *Co-ordinating with the staff regarding the timely completion of Syllabus.*
- *Arranging monthly meetings with the staff regarding the syllabus, internal examinations, progress of students etc..*
- *Preparing the students to participate in various Management Meets/programs.*
- *Developing Event Management skills in students to organize various events in the college.*
- *Co-ordinating with the university staff relating to Viva-Voice examinations, student issues, Arrangement of Guest lecturers & Professors inspection to the college.*
- *Co-ordinating with the Principal & Chairman regarding the Faculty Development Programs, paper presentations of Staff & Placements.*

<i>July-08 to April-09</i>	<i>Rajiv Gandhi Institute of Mgmt &amp; Science(Kakinada)</i>	<i>Lecturer(MBA Program)</i>
<i>Dec-06 to June-08</i>	<i>GBR Degree College (PG Courses,Anaparthi)</i>	<i>Lecturer (MBA Program)</i>
<i>August05-Dec-06</i> <b>Strength:</b>	<i>Vensoft Incorporation,Hyderabad</i>	<i>Recruiter(US Staffing)</i>

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- *Good understanding of recruitment cycle.*
- *Have high energy level, team orientation and self motivating personality.*
- *Have proficiency in English, Hindi and Telugu.*
- *Good interpersonal skills, presentation skills and communicational ability.*

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#### ***DISTINCTIVE ACCOMPLISHMENTS ACROSS THE TENURE AS PLACEMENT OFFICER:***

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- *Proven Track Record of Placing 85% of students every year through Campus Placements.*
- *Achieved in getting Product Development Companies with a package of 12 Lakhs per Annum and above*
- *A great association with Companies such as LINKEDIN, TIVO SOFTWARE, TEK SYSTEMS, PHENOM PEOPLE, INFOSYS, CAP GEMINI etc....*
- *A very good Professional relationship with Core Engineering Companies such as ROBERT BOSCH, BSCPL, L&T, NAGARJUNA CONSTRUCTIONS, BENZ, HYUNDAI MOTORS, HYUNDAI MOBIS, JCB, ASHOK LEYLAND etc....*

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#### ***EXTRA CURRICULAR ACTIVITIES:***

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- *Participated in various district and state-level competitions in Quiz, Essay writing and elocution and got various prizes.*
- *Presented a paper on “CORPORATE GOVERNANCE” in National level Seminar at Andhra University, Visakhapatnam.*
- *Awarded "BEST SPEAKER" in H.R SUMMIT held at Pune in Feb.2006.*
- *Worked as a Visiting faculty at “ICFAI” National College, Rajahmundry.*
- *Participated in national level Faculty development Programme on “Soft Skills” conducted by GITAM Institute of Management, Visakhapatnam.*
- *Participated in National level Faculty Development Programme on “Communication Skills” organized by Department of Commerce & Management Studies, Andhra University, Visakhapatnam.*
- *Attended Training Program on “Interview Techniques” organised by Globarena-Hyderabad*

