

Mrs. Sumi H

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Airforce Station Ozar.

Dist:-Nashik.

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Professional Objective:

Aim to be associate with a progressive organization /institution which offers an excellent atmosphere to prove myself by utilizing my all knowledge into practice and profit myself with experience and valuable knowledge and where I can use my skills and knowledge for organizational and personal growth.

Academic Details:

- Bachelor Of Business Administration (BBA).
- Master Of Business Administration (MBA) (Human Resource & Marketing)

Employment Details:

Teaching Experience:

4Years

Current Designation:

Assistant Professor

Name of Employer:

Matoshri College of Engineering and Research Center, Eklahare, Nashik

Date of Joining: (current institute)

24 July 2024

Earlier Employment Record

Gurunanak CO, Chandigarh (Feb 15- Feb 17) HR

Key Deliverables:

- Responsible for Recruitment activitie and administration works
- Accountable for posting classified ads for job vacancies, scanning and shortlisting resumes for interviews Informed selected candidates through phone calls and emails about interview date and venue
- Maintained candidates' job applications and resumes
- Assisted HR Manager in handling leave and attendance of employees
- Provided administrative support to the HR department and liaised with other departments
- Developed and implemented orientations programs for new joinees
- Provided detail information to new employees regarding company's policies and benefits
- Researched and resolved all employee inquiries related to HR, staffing, benefits, employment laws and regulations

Diyan Universal School (March 22-Feb 23) HR & Admin & Teaching

Key Deliverables:

- Managing ground staff and assisting them
- Fill leadership rolls at academic institutions
- Handling all allocated tasks.
- Handling Multiple responsiibilities.
- Attending meetings and scheduling appropriate staff team building sessions
- Stck entry, Fees entry, attendance calcaultion and muster roll maintain

	<ul style="list-style-type: none"> • Recruitment, documentation follow up ,admission procedures • Handling attendance and leave of employees • Filing all the documents of employees and preparing data • Developing skills among students • Communication trainer <p>Golden Days Universal School (March 23- June24) HR & Admin & Teaching</p> <p><u>Key Deliverables:</u></p> <ul style="list-style-type: none"> • Fill leadership rolls at academic institutions • Handling all allocated tasks. • Handling attendance and leave of employees • Filing all the documents of employees and preparing data • Developing skills among students • Communication trainer
Area of Interest	Teaching, Leading Lectures, Drawing, Painting, HR management, HR policies development and compliances, Skills Development etc.

Workshop/Seminars	<ul style="list-style-type: none"> • Attended World Wide Federation of young Leaders and Entrepreneur under Junior Chamber International Calicut. • “A study on Organization Climate and Employee Satisfaction at Travancore Titanium Products Ltd, Trivandrum” • “A study on Perception for Videocon Television with respect to customers attributes at Videocon Industries Ltd Kozhikode”
Web links:	
LinkedIn	https://www.linkedin.com/in/sumi-h-4a015b64