



YACHNA MALHOTRA

Mobile: +91-9650 783 111

E-mail: yachna.malhotra02@gmail.com

Self-directed, enthusiastic, qualified Academician and an incisive HR Professional with a passionate commitment towards HR Operations, Student Development and their learning experience

Expertise in heading People Management Operations & contributing to the Organization's strategic and operational goals by provision of fully integrated training delivery

Career Conspectus

- An incisive professional offering 15 + years of qualitative experience in managing hard core experience in Education & Training with strong background of working in Corporate.
- **Areas of excellence** includes and is not limited to:
 - ◆ Teaching- Communication Papers, Soft Skills & General Management
 - Other Job areas ◆ Campus Placement ◆ Talent Acquisition ◆ Training ◆ Employability Skills
- Wealth of **expertise lies in Designing, developing & conducting Training Programs / Modules**
- **Expertise in handling HR functions** entailing Campus Placements, Career Counseling, Training, Employee Engagement and Public Relations
- **An effective communicator** with excellent relationship building and interpersonal skills, strong analytical.

Proficiency Forte

Training & Development

- ↯ Maintaining entire gamut of activities related to corporate interaction and excursion to enhance the employability skills of students.
- ↯ Organizing Pool Campus Events, Industry Visits, Corporate Lecturers, Arranging Speakers for Seminars and Workshops.
- ↯ Maintaining update database to increase the possibility of securing optimum results.
- ↯ Interaction with HR of corporate houses to assess their manpower requirements for placements of students.
- ↯ To Identify Training needs Students and design programs for the same.
- ↯ Continuous mentoring and constant evaluation of the progress of students by conducting Assessment Tests and other Personality Development Activities
- ↯ Career Counseling & Mock Interviews
- ↯ Preparing students effectively for various Career Options.
- ↯ Experience of imparting Soft skill and Behavioral Training in the Corporates

Talent Acquisition, Recruitment and Selection

- ↯ Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- ↯ Managing complete Recruitment Life Cycle including Manpower planning, identifying the possible sources, selecting the best candidate and negotiating & fitting them at right place at right time

Scholastics

- **PGDBA with specialization in Marketing and Human Resource** from Symbiosis, Pune(2002-2004)
- **Bachelor of Computer Application** from IGNOU University in (1998 – June2001)
- **GNIIT from NIIT**
- **Pursuing Diploma in Training and Development from Indian Society of Training & Development (ISTD)**

Career Contour

Associate Professor (Soft Skills – June' 2018 – till date)

ITS THE Education Group

Key Accountabilities:-

- ↳ Imparting Soft Skills and Communication modules at PG Level
- ↳ Managing all the training needs and creating a robust positive culture across the classroom
- ↳ Imparting Soft Skills / Personality Development training, making learning an interactive & fun experience
- ↳ Gathering training needs and aligning them with core business challenges
- ↳ Implementation of continuous improvement process to enhance the effectiveness of training delivery based on need analysis and organizational goals
- ↳ Conducting Behavioural Training for BDS and MDS students and faculty members of the Dental College
- ↳ Conducting Career Counselling sessions for Undergraduates and Post Graduates.

Career Progression:-

Oct' 2012 – Aug' 2015 – Associate Professor & Sr. Manager Corporate Resource Centre (CRC)

Sept' 2015-till date – Associate Professor and Head Corporate Resource Centre (CRC)

Key Accountabilities:-

- ↳ Imparting Human Resource and Marketing modules at UG and PG Level
- ↳ Managing all the training needs and creating a robust positive culture across the classroom
- ↳ Imparting Soft Skills / Personality Development training, making learning an interactive & fun experience
- ↳ Gathering training needs and aligning them with core business challenges
- ↳ Implementation of continuous improvement process to enhance the effectiveness of training delivery based on need analysis and organizational goals
- ↳ Resourceful in conducting workshops / seminars and delivering Guest Lectures
- ↳ Customize and design training modules and make them interactive to increase participation in the class
- ↳ Developing training content as per global standards and supporting skill development for the students
- ↳ Maintain cordial student relations; counsel and show them the right career path
- ↳ Provide dexterous support to the institute in bagging projects / MDP

Attainments:-

- ★ Bestowed with 'Performance Appreciation Certificate twice during 2013-14 and 2015-16
- ★ Member- Organizing Committee (Corporate Committee) for AKTU Job Fair 2017 & 2018
- ★ Improved the range of Highest Salary and Average Salary offered to the Management Students
- ★ Resourceful in accruing live projects for students from blue chip vide Halonix, HCL Technologies,ITC etc.
- ★ Empaneled Wipro Technologies with IPEM Group for placement of BCA and MCA students

Associate Professor & Senior Manager - Corporate Resource Centre - March' 09 – July' 11

Jaipuria Group of Institutions

Key Accountabilities:-

- ↳ Taught Organization Behaviour and Business Communication General Management Paper
- ↳ Scout, identify and engage organizations / consultancies for Campus Placements
- ↳ Keep a close tab to identify latest trends and employment opportunities in job market
- ↳ Conducted Personality Development Classes to hone overall personality of students
- ↳ Conducted Mock Interviews of Students thereby increasing the success rate of interviews
- ↳ Scout and arranged Guest Lectures for Students and Faculty Members
- ↳ Proven dexterity in sourcing ardent speakers for Seminars and Workshops

Past Assignments

Freelancer	HR Consultant and Visiting PD Faculty	Oct'07 – Feb'09
Manager (HR & Administration)	Sanjay Engineers & Fabricators	Jan'06 – Mar'07
Sr. Executive Human Resources	HCL Technologies	Nov'03 – Oct'05

Executive –HR & Customer Management Trainee(HR & Operations)	Prime Honda (Div. of Honda Siel Cars)	Sept'02 – Oct' 03
Faculty & Placement Officer	Jindal Group of Companies	Aug' 01 – Sept'02
	NIIT Ltd.	Mar'00 –July'01

Key Performance Areas

- Training and Development
- Preparation of PDP (Personal Development Plan) based on the feedback of competency mapping exercise in consultation with HODs
- Organizing and conducting induction training sessions for all new employees.
- Human Resource Planning
- Recruitment & Selection
- Employee Welfare

HCL Technologies BPO Services Limited (November 2003 – October 2005)

Role: Sr. Executive Human Resources

Responsibilities:

- Formulating a strategic and systematic Recruitment Plan to meet the manpower requirements
- Formulate and execute several college recruitment curriculums.
- Provide essential establishment and maintenance with selective employment organization
- Formulate and implement various outreach recruitment tours to major cities and career centers with numbers of universities.
- Handled large-scale ramp-ups for ITES requirement
- Proactively partnered with line management to assist in the resolution of post-joining personnel concerns and issues
- Drive Employee Referral Programs and e-staffing tools
- Formulating and negotiate the salary propositions with selected candidate
- MIS of Employees & Attrition Analysis
- Organizing and conducting induction training sessions for all new employee
- Actively involved in Employee Communication, Counseling and Exit Interviews

Key Achievements

- Awarded as **Best Representative** for outstation hiring
- Awarded as **Best Recruiter** for CRT team

Prime Honda (Div. of Honda Siel Cars Pvt. Ltd.)
September ' 02 - October ' 03
Executive- Human Resource & Customer Service

Responsibilities:

- Recruitment & Selection (Front office Associates & Customer Care Executives)
- **Orientation & Training of Customer Care Executives, Sales Professionals & Manager**
- **Induced Innovative Interventions on Team Building, Internal Communication, Team Performance Audit, and Knowledge Management**
- Employee Relations, Counseling & On Job Team Leadership

Jindal Group of Companies
Aug' 01- Sep'02

Management Trainee (Human Resources & Operations)

Responsibilities:

- Handling recruitment process for various trade fairs & exhibitions
- Periodically assessing and fulfilling training needs of the employees
- Monitoring smooth functioning of the employee welfare activities

- Coordination / documentation / follow up / report compilation of all the activities in the organization

NIIT Ltd.

March 2000 - July 2001

Faculty & Placement officer

- Taking training session for GNIIT students
- Scrutinizing the resumes, conducting initial HR interviews, interacting with the clients
- Identifying the prospective candidates around the globe
- Managing the databank of the recruitment application receive
- Handling office time management and absenteeism

Personal Vitae

- Date of Birth -17th Sept' 1980
- Marital Status -Married
- Personal Interests- Training, Travelling and Reading
- Permanent Address -R-1/67, Raj Nagar, Ghaziabad
- Linguistic Acquisition - English & Hindi

"I hereby declare that the details mentioned above in my resume are correct to the best of my knowledge to and belief."

Date
Place

Yachna Malhotra