

ASHWINI R H

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Professional summary:

Seasoned assistant professor with One and half years of experience teaching graduate and post-graduate courses in Business Administration. Hands on experience in teaching and corporate training. Aspire to continue learning through active participation in conferences and professional research. Believe in students' abilities to learn and inherent thirst for knowledge with the right environment. Actively work to connect students to their material to transform lives.

Skills:

- Strong critical and analytical skills with reading, writing, and comprehension
- Proficiency in computer-aided teaching.
- Good interpersonal and communication Skills
- Ability to work collaboratively and complete work before deadlines.

Work Experience

Assistant Professor-'SECAB Business School' December 2017 – Present

- Teach subjects, in Human Resource and Business Administration to both graduate and post-graduate students.
- Prepare curricula, reading materials, tests, and quizzes.
- Deliver and train students on personality development and communication skills.
- Grade exams and papers, giving detailed feedback.
- Keep thorough records of student scores and attendance.
- Provide extra assistance to students as needed.

Other Roles Currently Handling:

Academic co-ordinator

- Prepare the time table and academic calendar of events along with HOD for upcoming semesters.
- Preparation of Session plans for allotted subjects and collecting the same from faculties of their respective subjects and displaying it on notice board.
- Alternate arrangements for classes in the absence of regular faculty.
- Assisting exam coordinator in conducting I.A tests.
- Maintaining attendance records of students, I.A marks, University exam marks.
- Discipline management.
- Organise academic competitions amongst the students, like quiz, Debates, Essay, etc

HR of the Association

Recruitment & Selection

- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements and Plan Proactive Recruitment strategies adoption.
- Planning human resource requirements in consultation with heads of different departments & academic institutions of the association and conducting selection interviews.
- Conducting and organising Campus interviews.
- Joining Formality: Monitor & Co-ordinate in the joining formalities like Medical Test and joining authorization from Top Management. Also handle initial orientation programme.
- Conducting Exit Interviews: With an objective of retaining the employees.

Performance management System

- Managing Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management.
- Revising of Self Appraisal Forms periodically.
- Facilitate employees at all levels in the process of yearly appraisals.
- Identification of Training Need through Individual Development Plan.

Freelance Trainer

March-December 2017

- Conducting training need analysis in the beginning to capture the organisation specific requirements and preparing Training modules accordingly.
- Work with the training advisor to facilitate need-based training.
- Conduct management training in – Communication, Soft-skills, Personality development & Team Building through an outbound learning program among others.
- Assessment of each employee on individual basis and providing feed-back.

Recruitment Executive- 'Mindfield Resources' Nov2016- March 2017

- Partner with customers to get a clear view on their strategic and financial objectives and hiring needs
- Devise and carry out a targeted research strategy
- Research into client's company, competitors and market place
- Track and identify prospective candidates using a variety of channels
- Assess candidates to ensure qualification match, cultural fit and compatibility
- Conduct confidential interviews, follow-up references and check credits
- Present shortlisted candidates and provide detailed profile summaries
- Offer guidance and facilitate the negotiation process through to its completion
- Follow up with clients and assist with the candidate's transition and onboarding process
- Network and build long-lasting client relationships
- Research and develop recruiting leads

Freelance Recruitment Consultant

Feb 2015 - April 2016

- Manage full-cycle recruitment for a host of assigned searches
- Source, screen, schedule, conduct interviews, and process all prospective candidates.
- Actively source candidates for open positions/roles using all possible recruitment methods – web portals, postings, social networks, databases, referrals and contacts

Assistant Professor - SECAB Business School Sep 2013-April 2014

- Teach subjects, in Human Resource and Business Administration to both graduate and post-graduate students.
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- Provide extra assistance to students as needed.

MBA Project/Internship

Jan- March 2013

Project Name: “*Employee Engagement and Its Effect on Productivity*”

A Study on “SHOPPERS STOP”.

Project Description: The Aim of the project is to find out the factors affecting Employee Engagement in retail industry and its effect on productivity.

While completing my MBA studies I worked as a HR Intern at Shoppers Stop-Mysore. My responsibilities in this role included observing employees and their behaviour towards customers and other works, handling their queries and acting as a first contact point, maintaining database and updating it, collecting feedback of employees on various issues and coordinating employee engagement activities.

Extra-Curricular Activities

- Participated in many **Cultural and Sports activities** in school and college.
- Participated in Management Fest held at BHIMS College Mysore, for Best Manager event.
- Represented college at **National level** paper presentation held at ST Joseph College Mangalore and won **2nd Prize** for the topic “**STRUCTURAL CREATIVITY**”.
- Successfully Organised and Conducted “ABHIGYA” (Management event) at SIET Vijayapur.
- Coordinated many Management events at SECAB Business School.
- Hosted and anchored for many formal and informal programs in college.

Education

2013 - Post-Graduation: MBA in Human Resource Management from GSSS Institute of Management and Research Centre, Mysore affiliated to VTU with First Class – Distinction.

2011 - B.E from SECAB.I.E.T, Vijayapur with First Class.

Personal details

Date of Birth : 6th April 1989

Address : K.H.B colony, Vijayapur-586103

Hobbies & Interests : Poetry, literature, arts & crafts and listening to music.

I hereby declare that the information furnished above is true to the best of my knowledge

Date:

Place:

Ashwini R H