**SWAPNA**

**Mobile: +91-7042071073**

[**E-Mail: sapnamgmt03@gmail.com**](mailto:sapnamgmt03@gmail.com)

**MANAGEMENT PERSONNEL/TRAINING PROFESSIONAL**

In pursuit of career-enriching opportunities in the realms of Training & Administration in a growth-oriented organization or as a Faculty in Management Colleges to enhance my intellect and technical abilities

**OVERVIEW**

Result oriented professional with more than 7 years of professional experience in the domains of Training and Administration.

* Have significant experience in imparting training to school students as per the curriculum through the use of audio-visual aids, instructional design and responding to queries as and when they arise.
* Capable of creating customized content material after conducting a needs analysis.
* Efficient in facilitating open communication channels in the organization to promote transparency across hierarchical levels.
* Knowledge purview includes:
* Training and Development Administration Scheduling Manpower Management SWOT Analysis
* Socialization Activities Infrastructure Management Coordination
* Focused and goal oriented, adept at creating and planning strategies for speeding up growth; hard working with unsurpassed communication, organized presentation, and interpersonal skills.

### Knowledge purview includes:

**Training and Development Administration Scheduling Manpower Management SWOT Analysis**

**Socialization Activities Infrastructure Management Coordination**

* Focused and goal oriented, adept at creating and formulating strategies for accelerated growth; hard working with unsurpassed communication, organized presentation and interpersonal skills.

**PROFESSIONAL EXPERIENCE**

# OTRIX Life Science, Ahmedabad

Taken up new role from 2023 in Otrix, as HR Head along with taking care of Brand Management too.

Toxin-free, chemical free beauty brand

# RINA India Pvt. Ltd. Project Coordinator Since June’2018

## Coordinating Project (Non technical part) across India for GAIL as Project Coordinator.

## Manpower Planning

## Make sure the deadlines are met

## Analyze the risk and have a contingency plan

## Make sure that the project delivered is in scope and to make sure that all stakeholders agree to the scope of the project and keep an eye on any possible scope creep

## Ensure the proper testing of the project before delivering

## Keeping the technical lead of the project on the same page.

## 

## 

## 

## **NITTE 2014-2018(MAY)**

## Working as Management Faculty

## Administrative support personnel

**Udyogi Pvt. Ltd. Kolkata Since**

**May’10 to April’12 as Principal**

## **Key Deliverables:**

* Handling the planning and coordination of corporate training schedule with management & staff.
* Modifying the training sessions with the help of practical demonstration as per customer requirements & needs.
* Making sure the effective utilization of manpower as per manpower diversity.
* Upholding & giving basic amenities for congenial work environment and smooth & effective daily administration.

**Highlights**:

* Successfully introduced new processes & procedures.
* Introduced Quality training at the assembling floor of the manufacturing unit for training programmes organised for internal employees and for the clients too.
* Different management games were introduces to boost the training program, prizes were given to the best employee, best suggestion to improve the performance, etc. employees were asked to commit what and how will they achieve for performance improvement.
* Visual clips, group discussions were practiced to make the learning processes more effective.

**ICFAI College, Panipat**

**Jun ’05 – Apr ’10 as M.B.A Faculty**

**Key Deliverables:**

* Spearheaded the initiatives to supervise admissions process as well as to enhance business of the institute/campus.
* Monitored the planning of admission schedules in coordination with the management for carrying out the interview exams and selection processes.
* Formulated time tables, exercises, questionnaires and assignments for the students of various levels & of different classes.
* Sustained seamless coordination with faculty members as well as aided the teachers in executing various functions.
* Managed and run the institute while ensuring smooth functioning of daily activities.
* Drove the infrastructure management efforts & identified the scope for process enhancements to optimize the continuous process effectively.

### Highlights:

* Competently used various interactive and innovative teaching techniques viz. demonstrations, audio visual aids, etc.

### Served as Team leader of the group that introduced & managed various committees & events such as Guest Lectures, Cultural Events, Placement

**HDFC Bank, Panipat**

**May ’04 – May ’05**

### Key Deliverables:

* Handled the Credit Appraisals, Post sanction follow up & monitored the possible advances.
* Carried out SWOT analysis and utilized finding for designing customized strategies to enhance customer services & generate more profit.
* Monitored the Risk Analysis processes as well as conducted studies for Risk Migration.

### Highlights:

* Played a pivotal role in making presentation of various loans & other facilities of the Bank to major corporate to enhance the business.
* Pioneered in the independent appraising the existing & prospective borrowers.group for student support program

### PROJECT WORK:

### Competitive Study of Advantages of Human Recourse at The Indian Oil Corporation Limited, Haldia Refinery

* Study of BPO (Business Process Outsourcing) at Haldia Petrochemical Ltd.

**EDUCATION & CREDENTIALS**

**2003 M.B.A. (HR Management & Marketing)** from BITM (Affiliated to Visva Bharati University), Santiniketan, at W.B.

**1998 B.A. (Honours)** in Sociology from Haldia Government College, W.B.

**1999 Diploma in Computer Applications** from NIIT, Kolkata

**2019 Certified** **Master Trainer & Facilitator” (CMTF), Licentiate** Program

### Additional Qualification:

**2000 Sangeet Tirtha from** Bharatiya Sangeet Bidyabihar.

**SEMINARS & WORKSHOPS**

### Attended:

* Seminar on “Training Need Assessment”.
* A 2 months **Faculty Development Program** by ICFAI Management College, Gurgaon
* Workshop of 3 days on Employee Motivation at Middleton Hotel, Kolkata

## Women Start up summit 2017, Burgeoning wave of Entrepreneurship, PHD Chamber of commerce & Industry, New Delhi

**EXTRAMURAL ENGAGEMENTS**

* Received training in Classical Musician; participated in various cultural activities.
* Won the 2nd prize in **RIGOLO’ 2002** in inter college competition.
* Participated in cultural programme & conducted several dance drama.

**PERSONAL DOSSIER**

Date of Birth: 21st December

Languages Known: English, Hindi and Bengali

Address: 16– GAIL Apartment, Noida Sector-62, B Block, Noida-201301

Uttar Pradesh,