

PRAVIN BHIMRAO THAKRE

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TRAINING AND PLACEMENT OFFICER

Seeking a Placement Officer position with a highly established organization in which my Skills can be enhanced to benefit the organization

PROFILE SUMMARY

Dedicated and self- driven **Placement Officer** with 1+ years of extensive experience providing career counselling services to the college Students, Conducting Interviews and developing new career. Company Resource Manager with excellent communication skills, great teamwork skills and significant ability to remain calm in stressful situations. To look after the training and placement activities of students. To have close liaison with industry for the placement of students. To work in consultation with coordinator Industry –Institution. Interaction for organizing lectures from the professionals and Industry. To collect feedback from the companies coming for placement. Arrange training programs for soft skills and for interview. Facing skills for the students using institutional and external Expertise. To organize the entrepreneurship workshop.

CORE COMPETENCIES

~ Language Lab (English)	~ Student Management	~ Teaching/Research
~ Interview Technics	~ Skills Development	~ Conducting Training

ORGANISATIONAL EXPERIENCE

August 20 till date with Mude Consultancy Services Pvt Ltd, Nagpur as a Placement Coordinator

Key Result Areas

- To look after the training and placement activities of students .
- To have close liaison with industry for the placement of students. .
- To work in consultation with coordinator Industry –Institute interaction for organizing lectures from the Professionals and industry. .
- To collect feedback from the companies coming for placement . Arrange training programmes for soft Skills and for interview facing skills for the students using institutional and external expertise. .
- To organize the entrepreneurship workshops.
- To correspond to prospective companies for interview date and schedule of events.
- To arrange for interview facilities at the campus and written test halls.
- To receive the personnel and provide necessary inputs about the college and to co-ordinate placement coordinator For smooth functioning at various locations (interview halls, written test halls, canteen etc.).

July 18 till April 20 with Suryodaya College of Engineering & Technology, Nagpur as Asst. Professor – English

Key Result Areas

- A quality-oriented professional with **nearly 10 years** of experience in **Teaching, English and Communication Skills**
- Lastly associated with **Suryodaya College of Engineering & Technology, Nagpur as Asst. Professor – ENGLISH**
- A keen planner & implementer with track record of implementing operational policies/norms, systems & controls, motivational schemes & education standards during the career span
- Proficiency in handling the administrative activities entailing event management like training / seminars and upholding of the institution's motto
- Experience & skills in developing curriculum to accommodate different learning styles & maximizing students' comprehension; **conducted various Workshops, Training & Seminars and organized various conferences**
- Exercises judgment within generally defined practices in selecting methods & techniques for obtaining solutions
- Acknowledged for developing various publications like **Paper Publications, Conference Proceeding Publications and Edited Book Publications**; expertise in providing **consultation to clients** in the areas of **Personality Development, Communication Skills and Training & Placement.**

Jun'14 till March'18 with Rani Indirabai Bhonsale College, Nagpur as Asst. Professor – English

Key Result Areas

- Performed a variety of administrative duties and implementing operational plans for ensuring the smooth running Of the institute; entrusted for designing the pedagogy and planning the academic calendar
- Spearheaded curriculum planning, professional development and the implementation of educational programs
- Reviewed the pre-set educational goals, objectives, classroom instructional programs, establishing academic and other performance objectives
- Set educational standards & goals, developing educational quality management systems; establishing policies and procedures to carry them out, also preparing schools for quality audit/accreditation
- Undertake tutorial responsibilities. Track and review student progress and maintain student records. Provide feedback on progress to the student and Vocational Faculty.
- Arrange and support the work placement programed Assist in the recruitment and admission of new students. Assist in recruitment and admission of new students.
- Attend promotional events to publicize College and Faculty activities. Contribute to the compilation of publicity material

July 08' till February'14 with D V College, Nagpur as Asst. Professor – English

Key Result Areas

- Performed a variety of administrative duties and implementing operational plans for ensuring the smooth running Of the institute; entrusted for designing the pedagogy and planning the academic calendar
- Spearheaded curriculum planning, professional development and the implementation of educational programs
- Reviewed the pre -set educational goals, objectives, classroom instructional programs, establishing academic and other performance objectives
- Set educational standards & goals, developing educational quality management systems; establishing policies and procedures to carry them out, also preparing schools for quality audit/accreditation
- Execute lessons efficiently using different styles of teaching depending on the content.
- Engage students to ensure a lively classroom atmosphere.
- Instruct students about the structure and content of the English language.
- Teach students the spelling of words, and their meanings.
- Emphasize the rules of composition, grammar and sentence construction.

English Subjects Taught

- Grammar / Prose and Poetry
- Vocabulary, Communication Skills,
- Personality Development
- Group Discussion
- Resume Preparation & Email writing
- Interview Skills
- Human Resources

ACADEMIC DETAILS

- M. Phil (English) from Gondwana University, Gadchiroli. MS. In 2015
- MA from Dr, C V Raman University, Bilaspur, CG. India registered in 2012
- BA in Sociology from Tilak Maharashtra University Pune in 2006
- HSSC in Arts from Pune Board, Maharashtra in 1997
- SSC in General Studies from Pune Board, Maharashtra in 1995

SKILL SET

Technical

- Providing online teaching tutorials and project guidelines, conducting quiz and evaluating answers in **RTMNU**
Undertaking:
 - Teaching Learning methods, Vocabulary development
 - Develop writing skills