**SUNITHA KANKIPATI**

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**Job Objective**:

Seeking a managerial position within a highly established organization in which my skills can be enhanced to benefit the organization.

**Career** **Synopsis**:

An experienced professional with solid knowledge of placement services. I have worked with renowned and fortune companies and handled end to end expects of clients contract engagements, for providing them continuous manpower support. With leadership qualities imbibed by experience, I have placed 300+ technical graduates from engineering college and 156 students from learning center. Have a huge database of 100+ clients from both IT/BFSI & IMS sectors.

**Professional Experience:**

**Placement Officer** **(July’2016–April’2017)**

**Jetking Info-train Limited. Regional Office, Secunderabad, Hyderabad.**

**Description about Company: Jetking Info-train Limited**, an ISO 9001:2008 certified company, is an India’s foremost computer hardware and networking training institute established in 1947, with the vision to provide economic independence to 10 million people by providing the IT and IMS training to both graduates & under-graduates with 100% placement guarantee in all 100 centers across India.

**Duties & Responsibilities:**

* Responsible for preparing an Annual Placement Plan/Re-Placement Plan for all the students or students placed a year before respectively to ensure placement targets to be achieved.
* Responsible placement and post placement procedures conduct activities, sessions on success interviews and take modular mock interviews in the presence of technical faculty to build confidence; to facilitate timely placement lectures.
* Prepare monthly placement report, maintain Alumni database; to conduct once a year alumni meets, consolidated report detailing student’s completion of course and exams with provided placement reports.
* Negotiating the salary slab according to the benchmarks and discussing the job roles in detail, then screening the student profile as per the requirement, forwarding and informing the student regarding the interview scheduled and assisting him/her till the joining in the company.
* Maintaining the database of the new and existing clients, communicating the company introduction with the new IT&IMS industries.
* Responsible for holding the activities related to the present changing interview processes, making the student fully prepared to crack the interviews. Organizes seminars and presentations, tech-fests for the students in collaboration with the entire technical team/faculty.
* Rigorously generates new clients and maintains company relations to place the students immediately after their course completion.

**Placement Coordinator (September’ 2014 – March’ 2016)**

**St. Mary’s College of Engineering and Technology, Batasingaram, Deshmukhi**.

**Description about Company: St. Mary's Group of Institution Hyderabad** was conceived by visionary leader Rev. K.V.K Rao. In the 1996, his vision gave raise to Joseph Sriharsha & Mary Indraja educational society, which currently has a strong foothold of 28 institutions offering programs to student community by providing quality education to urban, semi-urban & rural students of National & International.

**Duties & Responsibilities**:

* Determine all required placement requirements and assist all apprentice participants to exchange all information appropriately.
* Maintain knowledge on all requirements to facilitate efficient working of company.
* Manage all student progress and prepare required strategies to complete all programs and ensure compliance to all federal and state regulations.
* Prepare all resumes and conduct interviews with all students and provide assistance to all graduates and review all procedures of placement department.
* Promote all placements of graduates to various prospective employers through phone, email and fax.
* Conduct orientation programs for all new students and ensure optimal utilization of all resources and ensure compliance to all agency regulations.
* Prepare all data and perform surveys for various team members through accreditation boards.
* Administer and provide assistance to all annual enrollment processes and prepare placement reports and facilitate in community participation.

**Vice-Principal (August’2008 – May’2010)**

**Vikaasa Bharathi - New Life International School, Hayatnagar, Hyderabad.**

**Description about Company: Vikaasa Bharathi – New Life International School** is recognised educational ICSE/CBSE high school, from which many students have successfully completed their 10th standard with good scores.

**Duties & Responsibilities:**

* To maintain regular communication with parents regarding students conduct.
* Conduct student’s induction and demo-sessions for the teachers.
* Regular monitoring about the smooth run of classes, maintaining the tracker/record of classes handled by individual teacher.
* Monitor every activity held i.e., sports, arts, induction programs about syllabus change or introduction etc.
* Receive planner & curriculum material and ensure the availability of the same with teachers and students and ensure implementation draft.
* Regular interaction with teachers to collect the ideas to be implemented for employee satisfaction in deliverance for quality of education to the students.

**Professional Skills:**

* Expertise with Outlook, Webmail and MS-Office.
* Good presentation, communication and inter-personal skills.
* Have an ability to integrate into and work in teams.

**Academic Credentials:**

* **Masters of Business Administration in Human Resource**  (2013)

St. Mary’s College Of Engineering And Technology, Batasingaram, Nalgonda.

* **Bachelor of Commerce**  (2011)

Pragathi Degree College for Women, Dilsukhnagar, Hyderabad.

* **Intermediate(M.E.C)**  (2006)

Word & Deed Junior College, Hayatnagar, Hyderabad.

* **Schooling** (2004)

Prashanthi Vidya Niketan High School, Vanasthalipuram, Hyderabad.

**Strengths:**

* Superior ability to work under pressure.
* Tactical team-player.
* Self-motivated.

**Personal information:**

* Name : Sunitha Kankipati
* Father’s Name : K. Venkat Rao
* Address : H. No: 6-3-2440, NGO’s colony, Vanasthalipuram, Hyderabad, Ranga Reddy Dist, Telangana - 500070.
* Date Of Birth : 9th August 1989
* Passport No : M7278511

PLACE: Hyderabad.

DATE : (SUNITHA KANKIPATI)