



D.MERCY ECLICIA

Placement coordinator

Experience

II&fs institute of skills 2017-2020

Soft Skills Trainer

- Organizing the placements in various companies
- Maintaining the records
- Preparing regular reports on the sessions and reporting to higher authorities
- Maintain and update company databases
- Prepare reports and presentations with statistical data as assigned
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc
- Interviewing applicants
- Administering on the job training program.
- Conducted orientation sessions for new hires to introduce them to the organization's culture and values.
- Developed and delivered training programs on communication, conflict resolution and team building skills to corporate audiences.
- Collaborated closely with HR department to understand organizational objectives related to employee development.
- Monitored learners' progress through assessments and feedbacks from managers and supervisors.
- Facilitated classroom learning sessions using various techniques such as lectures, role-plays, case studies and group activities.
- Coached high potential employees on executive presence and leadership qualities.
- Served as a mentor by providing guidance, support and resources whenever needed by participants.
- Delivered interactive webinars on effective presentation skills for remote employees across multiple locations

Placement Coordinator 2015-2017

Yeturu Bio-Technology

- Organized student-employer events to facilitate placements, such as career fairs and employer open days.
- Established procedures for monitoring student progress during their placements so that any issues could be addressed quickly.
- Monitored budgets relating to student placements, ensuring costs remained within allocated limits.
- Provided individual advice to students on the selection of appropriate placements.
- Marketing/Sales/Advertising/Promotions Training & Development of Management Trainees (HRM) * Team Building & Business Operations * Financial & Strategy Management

 6300478046

 mercyeclicia@gmail.com

 Adoni, India

EDUCATION

Bachelor of Technology
Gates institute of Technology
2010-2014

Intermediate
Sri Chaitanya Jr College
2008-2010

SKILLS

communicating skills

M.S Office

Computer Technology

Planning and coordinating

Time Manegement

LANGUAGE

English

Hindi

Telugu