

**CHAITANYA B. KALYANI**

Contact @ 9739141320

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## **Resume**

**MBA(HR) with 5.6+ years of experience into Counseling (Education Industry).**

**Networkers Home Pvt Ltd ( Nov 2017 to September 2018),Bangalore.**

**Designation: Counselor**

Networkers Home offers networking training in different domains like Routing And Switching, Security, DataCenter and other multi-vendor programs.

### **Roles and Responsibilities:**

- Independently Handle the telephonic inquiries, email inquiries.
- Counsel them on the various courses and suggest them the best suitable course as per their qualification.
- Having Face to Face Interaction with the Working Professional, Students with regard to the courses offered, explain them the details of the program.
- Sent mails with the relevant details.
- Take care of the Enrollments.
- Maintain the Database of the Candidates inquiring for the courses.
- Co-ordinate with the training department as to the batch schedule.
- Create Daily, Weekly and Monthly Reports and circulate the same to the concerned team.

**Maven Silicon Softech Pvt Ltd (August 2014 to 2017), Bangalore.**

**Designation: Senior Counselor**

Maven Silicon provides VLSI Front End Domain Training into FPGA Design and ASIC Verification Programme, particularly for graduates and postgraduates from Electronics stream

### **Role and Responsibilities:**

- Independently handle the Walk-in and the Telephonic Inquiries.
- Counsel them on the various courses and suggest them the best suitable course as per their qualification.
- Conduct orientation programme for the new joiners.( Guide them to complete the admission procedure).
- Providing counseling to 50+ students during the workshop sessions.

**INNO LABS INDIA (12-Sep-2013 – 31-July-2014), Bangalore.**

**Designation: Senior Counselor**

Inno Labs India is an IT training and staffing company established in 2011(Bangalore), is a division of I 4 Apps Global (IT Firm).

They offer courses on C, C ++, Java, Salesforce.com, Linux, Dot Net,C Sharp etc.

**QUICK STEP ENGLISH CENTRE (FEB-2009 to AUG- 2010). Bangalore.**

**Designation: Branch Counselor cum Administrator.**

Quick Step English Centre, established in 1998, is a division of the Institute of Communication Management (ICM). English Centre was originally promoted to meet the communication needs of advertising and marketing management students. It has 18 branches in Bangalore and 3 branches in Kolkata.

**TAURUS INNOVATIVE CREATIONS: (June 2005- September 2006).**

**Designation: Administration Executive. (Printing Industry)**

Taurus Innovative Creations is a flex printing firm established in 2003. I was responsible for cash collections, vendor management, dispatch of materials etc.

#### ACADEMICS

Degree/Course	University	Year	% of marks obtained
MBA (HR)	VTU	2006-2008	76.9
Five Year B.A., L.L.B	R. L Law College, Belgaum Karnataka University	2000-2005	59.00 (Secured 2 <sup>nd</sup> Rank to Karnataka University, Dharwad)

#### ACADEMIC PROJECTS AT MBA

Project	Description
Organization study at ICICI Prudential Life Insurance Pvt.LTD, Belgaum. (Jul – Aug 2007)	Project was towards the study of end to end process flow and coordination between functionalities of different divisions.
“External Training Intervention” at Kaizen SRA technologies ,Hyderabad (Jan-Feb 2008)	The feasibility study of external trainings in different companies who are the clients of Kaizen SRA technologies. The study revealed that most organizations prefer internal training to external trainings.

## ACHIEVEMENTS

- Secured 2<sup>nd</sup> Rank to Karnataka University Dharwar, in 5 Year L.L.B Examination
- Secured 2<sup>nd</sup> place in International Business Management paper presentation on “Globalization in India” held at Visvesvarayya Technology University, Belgaum.
- Rendered valuable services in responsible capacity of Secretary, Reading Room, as a member of students’ council in R. L. Law College during the year 2002-2003
- Secured 2<sup>nd</sup> place in 4 x 100 meters relay event held in 2007 in Visvesvarayya Technology University, Belgaum.
- Received “Customer Service Excellence Award” in Maven Technologies for academic year 2015-16.

## STRENGTHS

- Good communication and Interpersonal Skills.
- Excellent Co-ordinating Skills.
- Carry Positive Attitude.

## COMPUTER SKILLS

- Proficient in MS Office ( Word, Excel, Power Point) & Internet Applications
- APTECH Computer Education Certified in “Accounts Pro” in year 2005.

## LANGUAGE PROFICIENCY

- English, Hindi, Kannada, Marathi.
- French –L1 Certified in DELF (Diploma Elementary Language in French) from Alliance Francaise, Bangalore.

## PERSONAL DETAILS

Name : Chaitanya B. Kalyani  
Husband’s Name : Vijaykumar S. Chobari  
Date of Birth : 11<sup>th</sup> August, 1982  
Marital status : Married  
Address : JP Nagar, 6<sup>th</sup> Phase.  
Contact No. : 9739141320

I hereby declare that the above mentioned information is true and correct to the best of my knowledge.

Date: 7<sup>th</sup> Feb, 2019

Place : Bangalore