



Chandan T S
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Career Objective

A dedicated individual aspiring to render my services in a competitive environment, acquire more knowledge and to make positive contribution as part of a dynamic organization where my abilities, management, decision-making and communication skills will be utilized to the fullest and for the betterment of self and the company.

Educational Qualification

Course	Principal Subjects	University/Institution/ Board	% Marks Obtained	Year of Passing
MBA	Human Resource	Bangalore university	60	2017
BBM	Finance	Bangalore university	50	2015

Technical Skills/ Computer Proficiency

- MS Office

Achievements/ Extra Curricular Activities

School:

1. 1st place in Science exhibition at The New Cambridge High School.
2. Active participation in school level co-curricular & extra-curricular activities.

College:

1. Presented a paper in 7th International Conference at Kristu Jayanti college on “03 & 04 April 2014” on the topic “Managing Uncertainty and Complexity with special reference to Strategy during Uncertainty.”
2. Presented a paper in National Conference at Presidency college on 25 November 2016 on the topic “Environmental Management Accounting (EMA) in India: Current Trends, Concerns and Practices”

Co-curricular activities:

1. Core Committee Head of FLASH - Student Council, event organizing and management committee at K L E's Institute of Business Management.
2. Participated in Regional Level Workshop on "Research Methodology" conducted on 27- 08-2011 at K L E's Institute of Business Management.
3. Active participation in State level management fest conducted by various colleges in Bangalore.
4. Club Coordinator of event organizing and management students committee at Centre for Management studies, Presidency College.
5. Interned as an Associate Consultant - Recruitment at CareerNet Technologies Pvt. Ltd. & worked on an academic project titled "A Study on Recruitment Lifecycle"

Areas of interest

1. Teaching

Human Resource Management, Organizational Behavior
Marketing Management, Business Communication

2. Campus Administration.

3. End – to – End HR Operations.

4. Paper presentations in National and International conferences.

Employment Details

Placements & Corporate Relations Officer – Oxbridge Business School

End-to-End Campus Placement and Corporate Relations Management.

Asst. Professor HR & Marketing – Oxbridge Business School, Bengaluru

Subjects Handled

1. International Human Resources Management (IHRM) – MBA 4th Sem
2. Strategic Brand Management (SBM) – MBA 4th Sem
3. Entrepreneurship and Ethics (EE) – MBA 2nd Sem
4. Consumer Behavior (CB) – BBA 5th Sem
5. Service Management (SM) – BBA 4th Sem
6. Corporate Skills (CS) – BBA 3rd Sem
7. Human Resources Practices (HRP) – BBA 2nd Sem

Chief HR Officer - Platon Services Pvt. Ltd. - Bengaluru

1. Plan, implement and manage the overall Talent Acquisition strategy.
2. Framing HR policies for the company.
3. Preparation of employee manual / handbook.
4. Provide counselling and support on policies and procedures.
5. Perform duties such as creation of job descriptions, job posting on various job portals.
6. Responsible for recruiting, screening, interviewing and placing workers.
7. Create, implement and manage onboarding plans.
8. Responsible for employee timesheet maintenance.
9. Payslip generation and disbursement.
10. Responsible for collaborations with various educational institutions for sourcing campus talents.
11. Own and conduct End-to-End Campus Placement drives in various institutions across Bengaluru.
12. Accountable for creation of offer letters, post offer follow-up, joining formalities, documentation.
13. Internships and interns/trainees management.
14. Performance management.
15. Conduction of exit interview, management of exit process of employees and interns.

Training & Placement Officer - Nagarjuna Group of Institutions

1. **Nagarjuna College of Engineering and Technology**
2. **Nagarjuna College of Management Studies**
3. **Nagarjuna Degree College**

Key responsibilities

1. To organize placement drives and support students in the campus placement process.
2. To organize and attend campus placement visits to monitor the progress of students, and deal effectively with any issues/concerns that arise.
3. To carry out safety assessments of campus placement settings, and to be aware of the issues surrounding Safety/Safeguarding within the work place environment.
4. Formulation of Training and Placement policies and related documentations as required by the department.

5. Assist with briefing meetings on a group and individual basis with students and course leaders so that they understand the placement process, the level of support available and are fully equipped to undertake a successful placement.
6. To assist in the documentation to providers concerning campus placement.
7. To assist in the development and maintenance of a database of appropriate employer and commercial/industrial links.
8. To assist with campus placement correspondence and telephone enquiries internally and externally.
9. To help monitor the progress of campus placement throughout the group of institutions in liaison with the Campus Placement Co-Ordinator.
10. To communicate effectively with the Campus Placement Co-Ordinator and appropriate team members.
11. Communication and conduction of mock assessments for students in coordination with the authorized training partners as and when felt necessary.
12. To cover for the Campus Placement Director at appropriate meetings when necessary.

Placement coordinator:

1. Maintenance of students' database as per institutional & corporate requirement.
2. HR coordination, follow up & preparation of circulars for campus placements.
3. Travel & Accommodation arrangements for HR's arriving on campus for placements.
4. Email and WhatsApp coordination with students on updates of interview dates & venue for off campus drives.
5. Maintenance of students' assistance online portals viz. Co-Cubes, First Naukri, Amcat etc.
6. Informing students about opportunities available in various companies found on the online portals through WhatsApp and e-mail.
7. Students follow up on interview schedules for campus placement.
8. Bills management & follow up.

Executive HR & Placements – Sapthagiri College of Engineering

HR Assistant:

1. Maintenance of meeting schedule of Group Head HRD.

2. Joining formalities of all new employees.
3. Exit formalities.
4. Preparation of minutes of meeting.

Training & Placement Coordination

1. End-to-End Training & Placement activities coordination with internal & external teams.
2. Responsible for complete internal infrastructure arrangements.
3. Coordination with training consultancy & trainers on daily basis for effective & smooth conduct of the entire training.
4. Students attendance management.
5. Effective monitoring of training program on daily & weekly basis.
6. Effective tracking of progress of training program periodically.
7. Preparation of training attendance.
8. Preparation & submission of training reports.

Associate Consultant (Recruitment) – CareerNet Technologies Pvt. Ltd.

Key responsibilities

1. Mapping client's needs & providing best candidates to suit their requirements.
2. Evaluate and identify key skills and abilities needed to fill the critical roles.
3. Identifying potential candidates for achieving recruitment volumes consistently and profitably.
4. Sourcing relevant candidate profiles from multiple job portals for top notch clients like Qualcomm, SanDisk, Aricent technologies, Tessolve, Black pepper, Rivigo etc. for generic and niche skill set.
5. Preliminary screening and skills assessment of identified potential candidates as per clients' requirements.
6. Initiating telephonic interview for candidature assessment.
7. Scheduling, follow-up, Coordination with candidate to ensure show-up and feedback from interviewer.
8. Management of candidate pipeline with recruiters.
9. Develop and manage strong consultative relationships with clients/hiring managers and candidates.

10. Pre-and-Post interview follow-up of candidates.

Personal Details

Date of Birth : 14-06-1993

Permanent Address : #103, 2nd floor, 12th main, M C Layout
1st phase Vijayanagar, Bengaluru 560 040

Language known : Kannada, English, Hindi

Place : Bengaluru