

RESUME

NAME : **L.SHANKAR**

Date of Birth : 1ST December 1974

Father's Name : Sh. K. Lakshmanan

Address : II-A/118, Nehru Nagar, Ghaziabad

Contact No. : **Mob : 8750440788**

E-mail : shankar_lshankar@yahoo.co.in

Sex : Male

Marital Status : Unmarried

Nationality : Indian

Educational Qualification : B.A. from Delhi University

Computer Skill : Can operate MS-Office & Tally 4.5

Experience : **Worked with St Xavier world School as Marketing Executive Ghaziabad**

: **Worked with Global Institute of Management & Technology , Noida as marketing And Placement .**

Job Profile As Placement Officer

- Fixing up appointment for my Boss
- Meeting company people along with my Boss and Calling company for campus recruitment

Job Profile As Marketing Executive

- Tie Up with Educational consultant and Signing MOU with them
- Holding Presentation in different tuition centre
- Participating in Education fair organized in Patna etc
- Assisting the Boss in other marketing activity

From Oct 2007 – Dec 2009

: Worked with APEEJAY SCHOOL OF Management . as placement Assistant cum Receptionist

Job profile :

- Same as above

From Sept. 2004 –Sept 2007

Worked with **Jetking Computer Hardware Institute** as **Placement Executive Cum Marketing Executive**

Job Profile :As Placement Executive

- Responsible for keeping constant touch with prospective employers at Ghaziabad, Noida and Delhi by constant visits to their offices by making monthly programmes.
- Collecting Job requirement personally on phone and/or through E-mail
- Scrutinising the candidate's profile with us and select suitable persons for the job and arrange for their interviews.
- On final selection we obtain confirmation from employers and our commitment to students is complete.

Job Profile As Marketing Executive

- Supervising canopy Boy
- Holding Presentation in different tuition centre along with faculty or Marketing Manager
- Doing House call lead given by counsellor
- Helping Marketing Manager in other marketing activity

From April 2002 to August 2004

Worked with **Paras Innovative Services** (Placement Division) Raj Nagar, Ghaziabad as **Placement Executive**

Job Profile :

- Responsible for scrutinizing of applications received sorting them job wise.
- Contacting potential employers mainly corporates, Public and Pvt. Ltd. Companies getting their requirements of personnel for various jobs.
- Select suitable candidates from the available Bio-data, arrange for interview.
- After selection collecting the commission agreed upon from the employers.

From June 1999 to Feb2002

Worked with **Advance Institute of Management** as **Placement Assistant**

Job Profile :

- Providing assistance to Placement Cell and Working under a faculty Incharge Placements

From April 1998 to April 1999

Worked with **G.V.T. Engineering India (P) Ltd.**
D-12, Meerut Road, Industrial Area, Ghaziabad as **Collection Executive.**

Job Profile :

- Debtors realization to ensure cash flow.

Family Background

: My father Sh. K.Lakshmanan has retired from State Bank of India as Asstt. General Manager

My elder brother Dr. L.Ramani is Asstt. Professor with Birla Institute of Management Technology, Greater Noida.

L.SHANKAR