

**ANUJ DADWAL**

Management Professional  
Career Counsellor

**Address**

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Punjab, India

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**ABOUT ME**

'Learning by doing' is the mantra which paved the path for me in my career. Diverse industry exposure subsequently developed my potential in realizing the inner strength. I am always looking ahead for challenging roles of immense responsible nature as this gives me an opportunity to utilize the best in me. Every organization gives a lot to gain, it depends upon the individual how well he absorbs the best offered to him in a positive way.

**PROFESSIONAL SKILLS**

- Able to liaise confidently with senior management.
- Good understanding of Director level responsibilities.
- An excellent level of attention to detail.
- Able to work on your own initiative and to tight deadlines.
- Excellent word processing and effective minute taking and IT skills.
- Ability to prioritize workload in a demanding team environment.
- Experience & knowledge of Microsoft Office, G-Suit, excel.

**SOFT SKILLS**

Excellent communication skills, positive perspective, Time management, flexible personality.

**WORK EXPERIENCE-11 YEARS****Academy Director****Vidya Vriksh Academy(2020- till date)**

- Coaching to aspiring candidate for CDS/ NDA, AFCAT and Indian Navy.
- Mentoring for interview preparation and physical examination

**Placement Officer-Corporate Outreach Cell  
LOVELY PROFESSIONAL UNIVERSITY (2017-2020)**

- Assisting the university officials for establishing long term mutual benefit relationships with the corporate.
- Identifying and analyzing the trends in hiring.
- Searching out and assisting in making the contacts in corporate. Preparation of database from various job portals, linked references and cold calling.
- Inviting top niche and other individuals for guest lecture/internships/placements.

**Branch Head (2014 - 2017)****SAMRUDDHA JEEVAN MULTI STATE MULTI-PURPOSE COOPERATIVE SOCIETY LTD.**

- Monitoring and responding to incoming communication on branch head desk.
- Scheduling meetings and arranging the travel plans.
- Coordinating with the staff and sales team for updating on desired targets.

**Lecturer and Assistant TPO(2011 - 14)****Swami Sarvanand Institute of  
Management and IT**

- Nature of work included mentoring and tailoring the young professionals ( BBA/ MBA/ Bcom (Prof.) in lieu of the contemporary business practices which henceforth matches ever changing roles.
- Daily lecture delivery, deputy superintendent for conduct of university examination.
- Assisting in conduct of placement for students.

**EDUCATION**  
**(Professional qualification)**

| (2008 - 2010).....MASTERS OF BUSSINES ADMINISTRATION  
CT INSTITUTE OF MANAGEMENT AND IT  
SPECIALIZATION.....Human Resource Management  
UNIVERSITY: PUNJAB TECHNICAL UNIVERSITY, JALANDHAR, PUNJAB (INDIA)

| (2004 - 2007).....BACHELOR OF BUSSINES ADMINISTRATION  
APEEJAY INSTITUTE OF MANAGEMENT  
UNIVERSITY: PUNJAB TECHNICAL UNIVERSITY, JALANDHAR, PUNJAB (INDIA)

**COMPUTER LITERACY**

Microsoft Office - Certification from SSI, Brainwave Solutions Pvt. Ltd.

**PERSONAL DETAILS**

Father Name ..... TILAK RAJ

Mother Name ..... KUSUM BALA

Date of Birth..... 20-11-1984

Gender..... Male

Marital status ..... Married

Spouse Name ..... NABH JYOTI

Languages Known.....	Read	Write	Speak
English	Y	Y	Y
Hindi	Y	Y	Y

**DECLARATION**

I hereby declare that the above information provided by me is true to the best of my knowledge.

I take on the responsibility for any correctness of the above mentioned particulars.

ANUJ DADWAL