

# TRISHA

W/o Mr. Samrat Ashok, Near Tiril Talab,  
Kokar, Ranchi- 834001  
Ph no. –7903548368; 8092744220  
Email ID- [trishaanand08@gmail.com](mailto:trishaanand08@gmail.com)



## Objective

I aspire to become an excellent teacher for facilitating an educational atmosphere where students have the opportunity to fulfil their potential for intellectual, emotional, physical, social, spiritual and psychological growth.

## Experience

**Kejriwal Institute of Management and Development Studies**

Namkum, Ranchi

**Assistant Prof. - HR & OB**

**Aug 2019- till date**

### Responsibilities

- Delivered scheduled lectures to students.
- Collected educational information and taught to students during classes
- Conveyed subject matter and lecture to the students in a creative way.
- Evaluated the students individually to identify areas of difficulties.
- Ensured completion of assigned syllabus within the time-frame given.

**Synapse Techno Innovations Pvt. Ltd.**

Namkum, Ranchi

**HR and Admin Manager**

**Sept 2018-July 2019**

### Responsibilities

- Trained employees on Soft Skills part.
- Maintained the attendance report & leaves.
- Maintained employees' details and arrange Employee Engagement activities.
- Solved employees' grievances.
- Recruitment, Selection and induction of Employees.

**Jharkhand Rai University**

Kamre, Ranchi

**Faculty Associate**

**Sept 2015- Aug 2018**

### Responsibilities

- Delivered Scheduled lectures to students.
- Conveyed subject matter and lecture to the students in a creative way with the help of activities.
- Coordinator of Career Management cell (T & P) of the University.
- Ensured completion of assigned syllabus within the time-frame given.

**Khabar Mantra**

Morabadi Ranchi

**HR Head**

**April 2014 –August 2015**

### Responsibilities

- Maintained the attendance report and salary slip of the organization.
- Maintained employees' details and arranged Employee Engagement activities.
- Solved employees' grievances.
- Trained employees on Soft Skills part
- Recruitment, Selection and induction of Employees.
- Maintained leaves, over time duties, compensatory off etc. & monitored the process of Performance appraisal

**Rameshwaram Industries**  
**Executive- HR**  
**Responsibilities**

Hinoo Ranchi  
**May2013-Mar2014**

- Maintained the attendance report and salary slip of the organization.
- Maintained employees' details and arranged Employee Engagement activities.
- Solved employees' grievances.
- Recruitment, Selection and induction of Employees

**NGO Kalanga Bazar Educational Trust**

Ranchi

**Office Assistant**  
**Responsibilities**

**May2007-Jun2008**

- Maintained the attendance report.
- Maintained Employees details and arranged Employee Motivational activities.
- Maintained record of grievances of the employee and co-ordinating with Top Level Management.

**Presentations & Publications**

- **Presented paper** in National Seminar organized by "Bhartiya Mahila Dharshnik Parishad", New Delhi on February 04,2017 at Ranchi on the topic **Women Empowerment**
- **Published an article** titled "**Exit Interviews: A strategy to know why employees leave**" in UPUL-Multi-Disciplinary Research Journal, Published by Mass-Media Foundation (Chatra) Jharkhand with ISSN no. -2454-874x.
- **Presented paper** in 13th International Seminar on Urban Development organized by "Institute of Social Development & Research (ISDR)", Ranchi on March 12, 2018 on the topic **Urban Crime**.

**Educational Credentials**

<b>Kejriwal Institute of Management and Development Studies</b> Post Graduate Diploma in Management ( Human Resource and Marketing) with 85.35%	Namkum 2013
<b>Graduation (ST. Xavier's College , Ranchi)</b> Functional English Hons with 68%	Ranchi 2011
<b>Oxford Public School</b> Intermediate (Science) with 71 %	Bahu Bazar Ranchi 2007
<b>DAV Public School</b> Matriculation with 65 %	Dhurwa Ranchi 2005

**Project Undertaken**

- **Name of the company:- Usha Martin Ltd., Ranchi (Human Resource Department)**  
Title of the project: - Training and Development at Usha Martin Ltd. Ranchi  
Duration: - 7th May 2012 to 22 June 2012
- **Name of the company:- Shreya Construction, Ranchi (Marketing)**  
Title of the project: - Analysis of Consumer Behaviour.  
Duration: - 23th June 2012 to 1st Aug 2012

## **Skills**

- Passionate about the subject
- Eloquent
- Able to recognize positive and negative behaviour of students
- Ability to identify students' weak areas
- Friendly but highly disciplined

## **Computer Proficiency**

- MS Office (MS-Word, Power Point, Excel)
- Proficiency in Internet browsing
- Basic of C, C++ and web designing from NIIT, Ranchi

## **Achievements:**

- Gold Medallist in HR in PGDM course in KIMDS.
- Started Organizing Colony Event "Shanivaar Gala Masti" on every Saturdays in Khabar Mantra.
- Won first prize at IIM, Ranchi in speech competition on the topic "Opinion for Solution for the Upliftment of Condition of Rickshaw Pullers" on 15th July 2012.
- Participated in Seminar on the topic ,HR conclave on Human Capital held at Hotel BNR Chanakya , organized by IIM ,Ranchi
- Participated in Seminar on the topic Inner Development by Prof. Ramnath Narayan Swamy held at Radisson Blu , organized by IIM ,Ranchi
- Participated in Seminar on the topic Entrepreneurship Awareness Drive held at XISS, Ranchi.

## **Personal Details:-**

1. Date of Birth : 4<sup>th</sup> September 1989.
2. Gender : Female.
3. Nationality : Indian.
4. Marital Status : English & Hindi.
5. Husband's Name : Mr. Samrat Ashok
6. Husband's Occupation : Area Loss Prevention Manager (Reliance Jio)

**Declaration:** I declare that the information given in this application is correct to the best of my knowledge and belief.

Date: -

Place: -

(Trisha)