

# Sumit Srivastava

## Placement Officer

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## SUMMARY

Highly accomplished professional with over 10 years of diverse experience across key areas including academic operations, educational sales, marketing, skills & vocational training, CSR project execution, and placement. Proven ability to successfully manage teams and drive impactful results across various states in India.

## EXPERIENCE

02/2022 - 11/2024

India, Lucknow

### Placement Officer

#### Mahendra Skills Training & Development Pvt Ltd

Company focused on skill training and placement services.

- Lead and mentor a team of Placement Coordinators/Assistants.
- Set clear performance goals, track progress, and provide regular feedback.
- Motivate and inspire the team to achieve placement targets.
- Develop and implement team training programs to enhance their skills
- Develop and implement a comprehensive sales and marketing strategy for campus placements.
- Identify and target potential employer companies through industry research and networking.
- Build and maintain strong relationships with key industry contacts (HR, recruiters).
- Coordinate and execute on-campus recruitment events (interviews, job fairs).
- Manage the entire placement process, from initial outreach to final job offers.
- Track key performance indicators (KPIs) such as placement rates, job offer acceptance rates, and employer satisfaction.



05/2018 - 04/2020

India, Moradabad

### Center Manager

#### Quess Corp Ltd

A workforce solutions company providing recruitment, staffing, and more.

- Conducts the induction and life skills sessions for the beneficiaries.
- Responsible for the qualitative and quantitative deliverables of the program at the Office level.
- Coordinates with the other employees to get monthly reports and attendance sheets on time.
- Coordinates with accounts department/Regional office/head office for advances/settlements.
- Review and approve all operational invoices.
- Ensure MIS compliance per project guidelines.
- Manage day-to-day operations through an effective action-oriented approach.



09/2015 - 04/2018

India, Varanasi

### Branch Manager

#### Mahendra Educational Pvt Ltd

Educational services provider focusing on competitive exam preparation.

- Monitoring the follow-up & conversion of existing enquiries.
- Ensuring that the enquiry turnout & the enquiry to enrollment conversion ratio are above-set commitments.
- Monitoring marketing activities like branding, advertisements, conducting seminars in various colleges.
- Maintaining student database and supporting demand generation.
- Accountable for accurate cash management and tallying of accounts in the system.
- Train the branch operations team on new processes/systems.
- Manage the team including target setting and monitoring performance.



05/2013 - 06/2014

India, Ayodhya

### Product Executive

#### Shriram Transport Finance Co Ltd

Leading financial services provider in the transport sector.

- Submit loan agreement file to credit analysts for verification and recommendation.
- Analyze applicants' financial status, credit and property evaluations.
- Review loan agreements to ensure completeness and accuracy.
- Explain to customers the different types of loans and credit options.
- Manage payment arrangements with customers who have delinquent loans.



01/2011 - 04/2013

India, Meerut

### Business Development Manager

#### Ceasefire Industries Ltd

Manufacturer of fire protection and safety systems.

- Establishes, develops, and maintains business relationships with customers.
- Develops clear and effective written proposals for customers.
- Coordinates sales efforts with marketing, sales management, and logistics.



EDUCATION

- 08/2008 - 06/2010

India, Greater Noida
- 
- Post Graduate Diploma In Management (PGDM)

Manglmay Institute of Management Studies
- 08/2003 - 06/2006
- India, Balrampur
- 
- Bachelor of Science (B.Sc.)

M.L.K. P.G. College
- 08/2002 - 06/2003
- India, Balrampur
- 
- Intermediate

Uttar Pradesh Board
- 08/2000 - 06/2001
- India, Balrampur
- 
- High school

Uttar Pradesh Board

KEY ACHIEVEMENTS



Best Branch Award

My previous job place was awarded the best branch of the year by the company.



Best Trainee

Awarded the best trainee in several induction training programs.

SKILLS

Business Development	Leadership	Training Programs	Team Management
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LANGUAGES

Hindi

Native

English

Proficient