

# TRISHA

Near Tiril Talab,  
Kokar, Ranchi- 834001  
Ph no. – 7903548368  
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**  
Assistant Prof.

Namkoon, Ranchi  
Aug 2019- till date

Taking classes of PGDM & BBA Students of Soft Skills, Human Resources papers, Organizational Behaviour & Business Ethics

**Synapse Techno Innovations Pvt. Ltd.**  
HR and Admin Manager

Namkum, Ranchi  
Sept 2018-July 2019

## Roles and Responsibilities

- Training employees on Soft Skills part.
- Maintaining the attendance report & leaves.
- Maintaining Employees details and arrange Employee Engagement activities.
- Solving Grievances of the Employees in Ranchi and Bangalore office .
- Recruitment, Selection and induction of Employees.
- Maintaining petty expense sheet of the organization.

**Jharkhand Rai University**  
Faculty Associate

Kamre, Ranchi  
Sept 2015- Aug 2018

## Roles and Responsibilities

- Taking Life skill classes of MBA, BBA, MCA, BCA, B.Tech (All Branches) and Diploma( All branches)
- Taking 'Principles of Management' classes for Diploma course.
- One of the active members of Career Management cell (T & P) of the University.

**Asilicon Design**

Ranchi

**HR and Admin Manager**

**July 2015- August 2015**

**Roles and Responsibilities**

- Maintaining the attendance report.
- Maintaining Employees details and arrange Employee Engagement activities.
- Solving Grievances of the Employee.
- Recruitment, Selection and induction of Employees.
- Maintaining Daily Sales Report of the Marketing people of the organization.

**CM Jan Samwad Kendra**

Ranchi

**HR and Admin Manager**

**May 2015- June 2015**

**Roles and Responsibilities**

- Maintaining the attendance report and salary of the organization.
- Maintaining Employees details and arrange Employee Engagement activities.
- Solving Grievances of the Employee.
- Arranging Training sessions for the teachers.
- I perform Recruitment and Selection activities in the organization and I do the induction program for the new employees.
- I am also involved in the process of Performance appraisal.
- Involved in the employee selection process of *Jam Sanwad Yojna* of our respected Chief Minister of Jharkhand Shri Raghubar Das.
- Maintaing Daily Sales Report of the Marketing people of the organization.
- Taking classes of Soft Skill under National Urban livelihood Mission (NULM) Program

**Kejriwal Institute of Management and Development Studies**

Namkoon, Ranchi

**Visiting Faculty**

**April 2014 – Sept 2015**

Take visiting classes of PGDM Students of Soft Skills, Human Resources papers , Communication Papers and Personality Growth Papers

**Khabar Mantra**

Morabadi Ranchi

**HR Head**

**April 2014 –April 2015**

**Roles and Responsibilities**

- Maintaining the attendance report and salary slip of the whole organization.
- Maintaining Employees details and arrange Employee Engagement activities.
- Solving Grievances of the Employee.
- Arranging Training sessions.
- I perform Recruitment activities in the organization and I do the induction program for the new employees.
- I am also involved in the process of Performance appraisal and providing Rewards and Recognitions to the concerned employees.
- Looking after, providing and maintaining Over time duties, etc.

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

Hinoo Ranchi

**Roles and Responsibilities**

**May2013-Mar2014**

- Maintaining the attendance report and salary slip of the whole organization.
- Maintaining Employees details and arrange Employee Engagement activities.
- Solving Grievances of the Employee.

**NGO Kalanga Bazar Educational Trust**  
**Office Assistant**

Ranchi

**Roles and Responsibilities**

**May2007-Jun2008**

- Maintaining the attendance report.
- Maintaining Employees details and arranging Employee Motivational activities.
- Maintaing record of Grievances of the Employee and co-ordinating with Top Level Management.

**Seminars/ Workshops Attended/Presented/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.
- Present a paper titled “***Urban Crime***” in 13th International Seminar on Urban Development organised by Institute of Social Development and Research , Hotwar, Ranchi on **March1, 2018**
- Presented a paper titled “ ***A study on the status of Employee Engagement in context of Indian Organization***” in National E-conference on “Advances in Business, Management and technology” organised by Department of Management Sciences of Pandit Madan Mohan Malviya School of Commerce and Management Sciences, Mahatma Gandhi Central University, Motihari, Bihar on **June 25, 2021.**

**Faculty Development Programme**

Attended one Week online FDP on “***Research Methodology and Classroom Management Skills***” during 20th Dec to 26th Dec 2021 organized by ***E&ICT Academy IIT Guwahat*** in association with Internal Quality Assurance Cell (IQAC), Nalbari College, Assam

**Educational Credentials**

**Kejriwal Institute of Management and Development Studies**

Post Graduate Diploma in Management ( Human Resource and Marketing) with  
85.35%

Namkoom

2013

**Graduation (ST. Xavier's College , Ranchi)**  
Functional English Hons with **68%**

Ranchi  
2011

**Oxford Public School**  
Intermediate (Science) with **71 %**

Bahu Bazar Ranchi  
2007

**DAV Public School**  
Matriculation with **65 %**

Dhurwa Ranchi  
2005

### **Skills**

- Good Communication Skill
- Confident & Quick learner
- Team Player
- Leadership Quality
- Innovative

### **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 Behavior.

Duration: - 23th June 2012 to 1st Aug 2012

---

### **Computer Proficiency**

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

### **Extra-Curricular Activities And Achievements:**

- Attended a webinar on Innovation & IPR Practices organized by School of Computing, Graphic Era Hill University, Bhimtal Campus, Uttarakhand..
- Contributing in the placement of Students in Jharkhand Rai University.
- Started Organizing Colony Event "Shanivaar Gala Masti" on every Saturdays in Khabar Mantra.
- Introduced some new HR policies like proper Leave process, attendance process, Reward & Recognition etc. In Jan Samwad Kendra.
- Overall and HR Topper in PGDM program in KIMDS.
- 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.
- Voluntarily participated in the selection of faculties in KIMDS
- Voluntarily Participated in organizing inter-college Quiz Contest Business Baazigar
- Class Representative in KIMDS.
- Selected as Miss Fresher in KIMDS.
- Actively participated in co-curricular activities, Dancing, Anchoring and singing in School and college level.

### **Personal Details:-**

1. Date of Birth : 4<sup>th</sup> September 1989.
2. Sex : Female.
3. Nationality : Indian.
4. Marital Status : Married
5. Language Known : English & Hindi.

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

Date: -

Place: -

(Trisha)