

Curriculum Vitae

Harish Meghwani

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EDUCATIONAL QUALIFICATION

Secondary – **Govt. Alp Bhasha Secondary School, Jodhpur** (2010) (68.50%)

Senior Secondary – **Varun Bharti Senior Secondary School, Jodhpur** (2012) (83%)

Bachelor of Commerce – **Jai Narain Vyas University, Jodhpur** (2015) (49.83%)

Master of Commerce (Business Administration) – **Jai Narain Vyas University, Jodhpur** (2018) (57.33%)

CERTIFICATE COURSE

Leadership and Management in Health – **University of Washington** (2017)

National Diabetes Educator Program – NDEP (2019)

WORK EXPERIENCE

Junior Manager (Placements) – Indraprastha Institute of Information Technology Delhi {IIITD} (July 2019 to Present)

❖ Job Responsibilities:

- Responsible to invite a minimum of 15 companies for offering full time final placements for all UG & PG programs in one season offering compensation of 7 lacs & above.
- Responsible for providing a minimum of 15 to 20 short & long duration internship opportunities for final & pre-final year students of all UG & PG programs in one season.
- Main Focus on BTech CSAM & MTech CB program & invite at least 05 companies for each for their final Placement.
- Preparation of relevant companies' database.

- Assisting in collection of feedback from all recruiters, all documentation, record keeping, filing, maintaining student tracker, institute calendar, placement & internship database.
- Assisting in all hospitality, logistics & infrastructure requirement during the placement season.
- Assisting in conducting: Mock test, Mock Interviews, Sessions & Start-Up Fair.
- Assisting in preparing & maintaining monthly and yearly report.
- Assisting the team in preparing & maintaining data for: NBA, NAAC, Higher studies & Alumni. Contribute in any other data requirements by academics, faculties etc.
- Assisting the team in Design and implement goals, initiatives, strategies clearly worded placement & internship policies, processes for the University.
- Assisting GM Placement in designing and developing the print and electronic versions of placement brochures, manuals for the college and individual programs separately.
- Assisting GM Placement to update the content on IIIT-D's placement website & ensure that it is complete, current, relevant, and accurate.
- Work in coordination with the Placement Team and PlaceCom students.
- Contributing towards any other task assigned by the Director, placement faculty conveners & GM Placement.

Project Superintendent – Indian Institute of Technology, Jodhpur {Project: Training and Placement Activities} (September 2018 to June 2019)

❖ Job Responsibilities:

- Preparing the vision and the action plan of the office
- Preparing an Yearly Training Calendar
- Inviting professionals/organizations to train students for their career development and for the final job interview
- Shortlisting and Selection of professionals/organizations and finalizing the training content and date of the said activity
- Making Arrangement for Travel, Accommodation and Hospitality of the Trainer (s)
- Floating information of the workshop/training and Student registration for the said training
- Taking feedback from the trainers and discussion on further improvement
- Conducting placement related exams/test
- Conducting a placement session during counseling
- Collecting and compiling information for preparing the Brochure
- Designing and printing of Placement Brochure and Internship Brochure
- Updating all the forms i.e. Job Announcement Form, Internship Announcement Form and Company's Feedback Form
- Preparation of Placement norms in consultation with Chairman, Student Placement Committee

- Uploading all the forms, norms and brochure on the Placement Portal
- Updating the Website with latest information on Placements
- Student Registration and resume verification for the placement and internship process
- Taking Follow up from the companies regarding Pre – Placement offers and sharing the information about the acceptance /rejection to the companies for further registration
- Finalization of the list of Eligible students for placements/ internships
- Creating and maintaining the database of the companies
- Inviting companies for Placements/Internships
- Uploading the required details of the interested companies on the Placement Portal and floating the information to the students for registration
- Sharing the list of interested students along with their resume and other requisite details to the company
- Negotiating and finalizing the slots and interview date with the company
- Preparing and floating the Placement Calendar among the students
- Act as a bridge between the companies and the students for all interactions
- Arrangement of Travel, Accommodation and Hospitality for the Invited companies
- Booking of Interview Rooms and Computer lab required for conducting the placement process
- Taking care of any other logistics requirements desired by the companies
- Taking feedback from the companies and discussion for further improvements
- Declaration of final results of the Interview and providing the information about the acceptance or rejection of the offer to the companies
- Taking regular follow ups with companies for Offer Letters and Date of Joining or any other issues if arise in near future
- Preparation of Placement Statistics and sharing the report with other departments
- Collecting the students feedback on interview experience and sharing the same among the other students
- Expanding the OSP footprints on social media like LinkedIn, Facebook, Twitter etc.
- Handling RTI or any other query as if required
- Settlement of payment towards Travel, Accommodation and Hospitality
- Settlement of advance payment
- Settlement of all the bills related with the Training costs
- Discussion on the placement session and study the areas of improvements
- Preparation of other documents, and other activities as and when required

Office Coordinator – Department of Public Health at Maulana Azad University, Jodhpur (September 2016 to September 2018)

❖ **Job Responsibilities:**

- Managing files, record system, office supplies, logistics and inventory including e filing of students data

- FRRO Registration of all the foreign students
- Liaising with Foreign students (helping and solving their queries)
- Liaising with Indian Embassies (if required)
- Arranging field visits for foreign/Indian students
- Assisting foreign students for accommodation, train/flight tickets etc.
- Be the first point of contact for foreign students
- Assisting students for completing their admission formalities
- Processing admission of students (collecting documents)
- Coordinating during the semester exams
- Preparing salary sheets for further put up
- Processing bills and payments to vendors
- Keeping record of Daily Work Report of staff
- Coordinating and planning of meeting and events
- Providing support in marketing and dissemination of information regarding academics and project activities
- Ensuring proper cleanliness and sanitation of office premises
- Coordinating activities of office boy and cleaners
- Maintaining backup of all office related data files
- Supporting all office staff with various administrative tasks (disseminating correspondence, scheduling meetings etc.)
- Keeping record of staff attendance on monthly basis
- Taking care of all visiting foreign/Indian faculties and guests
- Coordinating the travel, boarding and lodging of all office staff
- Performing basic bookkeeping activities and coordinating with accounts manager regarding office accounts
- Helping in all additional activities of the office as per the directives of the senior staff
- Having excellent communication and interpersonal skills, prioritize and multitask with patience and professionalism
- Business Development (getting more foreign students)
- Reporting Head of the Department for all the activities

PERSONAL DETAILS

Marital Status – Single

Date of Birth – July 19, 1994

Language Known – English and Hindi