

SWAPNA KURUBA

Call: 970 333 0503

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OBJECTIVE

A self-driven MBA Professional, willing to learn and enhance skills and capabilities to contribute value added services for the growth of the organization, thereby builds a successful career

WORK EXPERIENCE

1. **Asst. Professor in CMR College of Engineering & Technology** Jul 2017 to till Date
 - Subjects handled are HR and Marketing Specialization
 - Deliver Lectures with key insights and case studies on subjects for deep understanding
 - Support student on various project works and Guide them for effective presentations
 - Taking care of routines like, Attendance Management of Students
 - Acted as Invigilator and provide needed support for smooth conduct of examination
 - Setting the Exam Paper and its evaluation process
 - Co-ordination of various events like Training, Seminars and Interviews.

2. **AdminStaff – In charge of Class XII** in Little Flower College, Uppal Jul 2009 – Dec 2009.
 - Collection and retrieval of students attendance records
 - Co-ordinate with accounts to follow-up for overdue Fees
 - Re-arrange classes, when faculty not available
 - Co-ordination of Exams viz., Scheduling the exam timetable, Circulars to students & classes, Question paper compilation, Printing & distribution to exam halls, Report cards preparation
 - Co-ordination with Parents during PTMs.
 - Administrative support like transport arrangement.

3. **HR Executive** in Peoplebank Staffing Business Solution, Hyderabad Dec 2007 – Dec 2008.
 - Handling the ITES recruitments.
 - Handle the entire recruitment process – sourcing, short listing, arranging the interviews, negotiating with the candidates and recommending the candidate to the employer.
 - Surfing through portals and other means of sourcing people like headhunting, references etc.
 - Screening the candidates to know about their fitment and liaising with the clients from understanding opening's, interview process to candidature joining.
 - Providing the relevant and quality candidates within the stipulated clients' timeframe
 - Maintain the clients & candidatures database for efficient tracking & easy reporting
 - Preparing Daily MIS Reports viz., No. of Open Position, Interviewed, Offered & Joiners Hit rate etc.,

SKILLS:

- Good interpersonal and communication skills with command on HR concepts
- Good subject knowledge in core areas of HR
- Ability to handle the class in absence of the lead professor
- Ability to conduct business activities for student over all development as well as an ability to motivate students for better learning.
- Collate study material and research content for effective delivery of lectures.

EDUCATIONAL PROFILE

- **M.B.A.** – POST GRADUATION–Osmania University, Hyderabad. – 62% **2005 – 2007**
- **B.Com.**– GRADUATION – Osmania University, Hyderabad – 64% **2002 – 2005**
- **INTERMEDIATE** (Civics, Economics, Commerce) – BIE- Andhra Pradesh – 65% **2000 –2002**
- **SSC**– Xth Class – Board of Secondary Education, Andhra Pradesh–64% **1999– 2000**

TECHNICAL SKILLS

Computer Training: Diploma in Computer Automation

Working Knowledge on MS.OFFICE, Accounting packages, DTP and Internet

STRENGTHS:

- Excellent communication, searching & analytical skills
- Hard worker, team player, good listener and quick learner.
- Ability to work under pressure and handle multiple tasks

PERSONAL PROFILE

Husband's Name : K.Eranna
Date of Birth : June 12, 1985
Gender / Marital Status / Nationality : Female / Married / Indian
Languages Known : English, Hindi, and Telugu.
Permanent Address : H. No. 3-4-26/1/61, Railway Employees Colony,
Bollarum, Hyderabad – 500010. - Telangana
Call / email : **970 333 0503 / sara.swapna@gmail.com**

It will be great pleasure for me if, I am given a chance to provide my best services to help achieve organizational goals and grow in my career

Place : HYDERABAD

Date :

(K. SWAPNA)