



ROBERT MARIA VINCENT. A



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robertmariavincent@gmail.com

Profile Summary

Looking for career enriching opportunities at Learning & Development /Job Placements / / Career Guidance/ Counselling /Employee Engagement/Job Organizing / LMS Seminars workshop/ Course Curriculum Development

Synopsis

To join a reputed organization and to enrich it with my skills and experience in Training & Development by applying my innovative thoughts into practice. To enhance and fulfill the organization's vision and envisage it to reach the zenith of progress in all dimension with my principle Chances, challenges, and changes

PERSONAL DETAILS:

NAME: A.ROBERT MARIA VINCENT

FATHER NAME: C.ALBERT MARIA VINCENT

DATE OF BIRTH: 19.10.1978

ADDRESS: 2/259, ANTONYS CHURCH STREET, SOUTH KATTUR

KURUNGI NAGAR, TRICHIRAPALLI - 620019

TAMIL NADU, INDIA

9894853480

EDUCATIONAL QUALIFICATION:

- MASTER OF SOCIAL DYNAMICS – FIRST CLASS (DISTINCTION) dual specialization in **(H.R. & Community Development)** at St. Joseph's College, Trichy, Tamil Nadu, India (2001-03)
- Bachelor of Education B.Ed Oxford College of Education, Tiruchirappalli. (2021-23)
- B.Sc (MATHEMATICS) at St. Joseph's College, Trichy, Tamil Nadu. (1998-2001)

ACADEMIC AWARDS:

- Won OUTSTANDING PERFORMANCE AWARD in academics in POST-GRADUATION. (Chinnasamy gold medal).
- ORATORICAL SKILLS: Have won prizes representing the college and Department in both Tamil and English.

EXTRACURRICULAR ACTIVITIES:

- Member in FINE ARTS ELOCUTION TEAM (1999-2000)
- DEPARTMENT SECRETARY (2001-2002)
- COLLEGE STUDENT SECRETARY (2002-2003)

Core Strength

- Communication Skill
- Fund Raising
- Leadership
- Training
- Job Placements for Disability
- WORK DAY – Recruitment (Accenture)
- Career Guidance Counselling
- Soft Skill Training
- Counselling
- LMS
- Fund raising Skill
- Emotional Intelligence
- Adaptability
- Problem Solving

Organizational Experience

TOTAL EXPERIENCE: 18 YEARS.

Training & Placement = 14 years

Corporate – 4 years

Head - JKKN Group Of Institutions (May 2024 - June 2025)

Head - Operations VVnT Group, Noida (Jan 2022 – May 2024)

- Head – Arise Training & Research Center (Learning & Development)
- Head – Training & Placement M.I.E.T. Group of Institutions, Tiruchirappalli (2017 – 2019)
- Director - Training & placement in Roever Engineering College, Perambalur.(2014 TO 20016)
- Placement officer at I.E.S. college of Engineering, Thrissur, Kerala.(2013– 2014)
- Training & Placement Officer in Tamil Nadu College of Engineering (2009-2013)
- Training and placement Officer in MIET GROUP OF INSTITUTIONS(PART TIME)
- Manager in PLANMAN MEDIA looking after SALES AND ABROAD PLACEMENTS (2 years).
- Training officer PRIST UNIVERSITY (1Year)
- MARKETING RESEARCH CONSULTANT IN INDIAN INSTITUTE OF PLANNING & MANAGEMENT (PLANMAN CONSULTANCY), Delhi (2 years)

SKILL SET:





Training & Development

- ✔ Preparing the Training Calendar for the proposed year.
- ✔ Getting arranged training for New Joiners, Refresher Training..

Corporate Social Responsibility

- ✔ Carrying out various kinds of welfare activities to boost employee morale.
- ✔ Organizing various events like Staff Party, Birthday celebrations, and Reward & Recognition Programs for employee benefit.
- ✔ Encouraging Employee's talent to come up with new ideas through Idea Board.

Core Competencies

-  Training Design, New enrolments, Cold calls and registration. Guiding Disability students for career enrichment course.
-  Training Delivery
-  Job Placement
-  Learning Technology: Familiarity with learning management systems (**LMS**), e-learning authoring tools, virtual classrooms, and other educational technologies to create and deliver digital learning experiences.

Training & Placement:

- Making calls to candidates enriching database and arranging Interview
- Conducting Career Guidance Course and placing them in every batch consecutively.
- Arranging training programs and preparing training Calendar for Campus shortlisted students.
- Contacting the Corporate Network and Signing MOU.

Core Competencies & Strength – P.R.Events

- Networking – Job Fair, / Online Job Placement / Outstanding communication skills.
- Creativity – Ability to develop/innovate new techniques.
- Presentation skills – Excellent written and oral skills.
- Organizational/Prioritization – Ability to balance multiple projects and demands.
- Motivated and Self-starter – Can motivate subordinates to take voluntary initiative.

Performance Appraisal

- Talent Acquisition & Talent Retention / Initiating Appraisal Forms.
- Submitting accepted copies of Performance Appraisal Letters to concerned Department.
- Coordinating with concerned Corporate Team. Signing MOU with Corporates and other Foundation.

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date:

ROBERT MARIA VINCENT.A

Place: TRICHY

