

NAME : VINCENT H
POSITION : PLACEMENT OFFICER
PHONE/MOBILE : 98426 37515
EMAIL ID : placement@fatimacollegemdu.org
dealmeidahr@yahoo.com
DATE OF BIRTH : 30.01.1975
LANGUAGES PROFICIENCY
READ : TAMIL & ENGLISH
WRITE : TAMIL & ENGLISH
SPEAK : TAMIL & ENGLISH



1. QUALIFICATION

S. No.	DEGREE / DIPLOMA / CERTIFICATE	DISCIPLINE	NAME OF THE INSTITUTION	YEAR OF PASSING	% OF MARKS / CLASS
1.	UG	ECONOMICS ANCILLARY STATISTICS & ACCOUNTANCY (BA)	ARUL ANANDAR COLLEGE, AFFILIATED TO MADURAI KAMARAJ UNIVERSITY	1995	75.35 DISTINCTION WITH FIRST RANK
2.	PG	HRM (MA)	MADURAI INSTITUTE OF SOCIAL SCIENCES, AFFILIATED TO MADURAI KAMARAJ UNIVERSITY	1997	71.45 FIRST RANK
		PSYCHOLOGY (M.Sc.)	UNIVERSITY OF MADRAS (DISTANCE EDUCATION)	2001	I CLASS
3.	PG DIPLOMA	FINANCIAL MANAGEMENT	PONDICHERRY UNIVERSITY DISTANCE EDUCATION	1997	59 (II CLASS)
		GUIDANCE AND COUNSELLING	ANNAMALAI UNIVERSITY DISTANCE EDUCATION	2002	52 (II CLASS)
4.	DIPLOMA	LABOUR LAWS WITH ADMINISTRATIVE LAWS	ANNAMALAI UNIVERSITY DISTANCE EDUCATION	1996	42 (III CLASS)

2. AREA OF SPECIALIZATIONS

- HUMAN RESOURCES MANAGEMENT
- PSYCHOLOGY
- COUNSELING

3. WORK EXPERIENCE

ORGANIZATION : CHRISTIAN FELLOWSHIP COMMUNITY HOSPITAL, AMBILIKKAI, DINDIGUL DT.

PERIOD : 18.08.2004 - 04.04.2005

ROLE : OFFICE MANAGER

RESPONSIBILITIES

- RECRUITMENT, INDUCTION, PERFORMANCE APPRAISAL ACTIVITIES ETC.,
- MANAGING OFFICE AND OFFICE STAFF.

- CORRESPONDENCE AND MAINTENANCE OF RECORDS.
- TRAINING ACTIVITIES.
- INTERACTION WITH GOVERNMENT OFFICIALS.
- PURCHASE AND OVERALL MANAGEMENT.
- HOSPITAL EQUIPMENTS MAINTENANCE.
- MANAGING MAINTENANCE IN CHARGE PERSONALS.
- MANAGEMENT OF STORES.
- IN CHARGE OF IMPLEMENTATION OF NEW PROJECTS.

ORGANIZATION : VADAMALAYAN HOSPITALS

PERIOD : 06.10.2008 - 17.04.2009

ROLE : HR EXECUTIVE

ORGANIZATION : K.C. EDUCATIONAL TRUST MADURAI.

PERIOD : 02.01.2002 - 15.07.2004, 01.05.2005 - 30.08.2008 & 01.05.2009 - 01.07.2013

ROLE : ADMINISTRATIVE IN CHARGE

RESPONSIBILITIES

- ASSESSING THE INDIVIDUAL NEEDS.
- IN CHARGE OF PUBLIC RELATIONS.
- PROGRAMMING PERFORMANCE APPRAISALS.
- CONDUCTING TRAINING IN SELECTIVE TOPICS.
- ASSISTING THE TRUSTEES IN FINANCIAL MANAGEMENT FUNCTIONS.

ORGANIZATION : FATIMA COLLEGE (AUTONOMOUS), MADURAI

PERIOD : 01.08.2013 - TILL DATE

ROLE : PLACEMENT OFFICER

4. CREDENTIALS

- PRESENTED A PAPER AT STATE LEVEL WORKSHOP ON "A CRITICAL REVIEW OF LABOUR WELFARE SCHEME IN INDIA" AT LOYALA COLLEGE, CHENNAI
- NCC ACTIVE PARTICIPANT
 WINNER: BEST CADET AWARD
 PASSED: "C" CERTIFICATED EXAMINATION

5. ORIENTATION/REFRESHER/TRAINING PROGRAMMES/FDP ATTENDED

S. No.	PROGRAMMES	THEME	ORGANIZED BY	DATE
1.	BEC TRAINING PROGRAMME	DEVELOPING THE FOUR SKILLS IN PREPARATION FOR CAMBRIDGE ENGLISH BUSINESS CERTIFICATES (BEC)	BRITISH COUNCIL, CHENNAI	MAY 23 & 24, 2014
2.	INTERACTION WITH INFOSYS BPO LTD., BANGALORE AND HCL TALENT CARE PVT. LTD	PROGRAM ON SKILL DEVELOPMENT FOR EMPLOYABILITY OF STUDENTS	MADURAI KAMARAJ UNIVERSITY	SEP. 29, 2016
3.	FACULTY INDUCTION PROGRAMME	CAPACITY BUILDING PROGRAMME	FATIMA COLLEGE, MADURAI	NOV. 04 – 11, 2016
4.	FACULTY DEVELOPMENT PROGRAMME	ALTERNATIVE TEACHING METHODOLOGY	IQAC, FATIMA COLLEGE, MADURAI	OCT. 14, 2017

6. NATIONAL/INTERNATIONAL SEMINAR, WORKSHOP, CONFERENCE & SYMPOSIUM ATTENDED

S. No.	PROGRAMMES	ORGANIZED BY	DATE
1.	WORKSHOP ON "EFFECTIVE COMMUNICATION IN ENGLISH"	BRITISH COUNCIL, CHENNAI. VENUE: MADURAI	AUG. 23, 2014
2.	SEMINAR ON "TEACHING PRODUCTIVE SKILLS"	BRITISH COUNCIL, CHENNAI. VENUE: MADURAI	JULY. 25, 2015
3.	PROGRAM ON "SKILL DEVELOPMENT FOR EMPLOYABILITY OF STUDENTS"	MADURAI KAMARAJ UNIVERSITY, MADURAI	SEP. 29, 2016
4.	ONE-DAY SEMINAR ON "IMPLICATION OF NEW EDUCATIONAL POLICY - A DISCOURSE"	IQAC, FATIMA COLLEGE, MADURAI	AUG. 10, 2016

7. ACHIEVEMENTS

S. No.	NAME OF THE AWARD	AWARD RECEIVED FOR	SPONSORS / SOURCE	DATE
1.	SPECIAL PRIZE	100% ATTENDANCE	FATIMA COLLEGE, MADURAI	01.04.2016