

JOBANPREET

Talent Acquisition & Training–Placement Professional | HR Operations | Student Admissions

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PROFESSIONAL SUMMARY

HR and campus placement professional with 7+ years of progressively responsible, multi-departmental experience at Lovely Professional University spanning Student Admissions Counseling, Talent Acquisition, and Training & Placement operations. Skilled at coordinating across HODs, recruiters, alumni, and student bodies to run high-volume recruitment drives, manage end-to-end hiring documentation, and keep large stakeholder groups aligned through trackers, reviews, and follow-through. Currently pursuing a PhD in Electronics & Communication Engineering, bringing an analytical, process-driven mindset to HR operations.

CORE COMPETENCIES

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| • Campus Recruitment & Placement Coordination | • Talent Acquisition & Sourcing (Naukri.com) | • Stakeholder & Cross-Team Coordination |
| • Onboarding & HR Documentation | • Student Counseling & Admissions | • MIS / Tracker Reporting |
| • Resume Screening & Interview Scheduling | • MS Excel (VLOOKUP), MS Teams | • Bulk & Corporate Email Communication |

PROFESSIONAL EXPERIENCE

Lovely Professional University (LPU), Phagwara — 2019 to 2026

Assistant Officer, Training & Placement | LPU

2025 – 2026

- Coordinated technical and non-technical campus placement drives with TPC coordinators, HODs, HOS, and COS across departments, promoting drives through WhatsApp groups and the UMS messaging platform.
- Prepared shortlisting files and KYC documentation to support student selection through each stage of the hiring process.
- Organized alumni engagement sessions via Microsoft Teams by liaising directly with LPU alumni.
- Owned official email communication of drive announcements to department stakeholders, and maintained daily-updated open-drive tracker sheets shared across the placement team.
- Drove student follow-up cycles — registration completion, application forms, and resume submission — to maximize eligible participation in each drive.
- Partnered with the Career Outcomes Cell (COC) and organized student interaction sessions with HODs and COS.

Assistant Officer, HR – Talent Acquisition & Management Development | LPU

2023 – 2025

- Managed full-cycle recruitment — sourcing, screening, and shortlisting candidates via Naukri.com and social media job postings.
- Coordinated interview scheduling and communication between candidates and panel members, and completed joining formalities for new hires.
- Briefed new employees on salary offers, security protocols, and company policy; maintained employee resume and file records.
- Forwarded employee profiles for training nominations and authored bulk email campaigns for open positions.

Senior Assistant, Student Counselor / Admissions Officer | LPU

2019 – 2023

- Counseled prospective students on program selection and career pathways, guiding them through applications and scholarships.
- Verified academic documents for eligibility and maintained accurate records in the admissions database.
- Coordinated online interview panels for student assessments and collaborated with the admissions committee on final decisions.
- Ensured completeness of application files — transcripts, test scores, and recommendation letters — prior to submission.

EDUCATION

Qualification	Institution	Year	Score
PhD, Electronics & Communication Engineering	Lovely Professional University	Pursuing	8.21 CGPA
M.Tech, Electronics & Communication Engineering	Lovely Professional University	2018	7.25 CGPA
B.Tech, Electronics & Communication Engineering	Guru Nanak Institute of Engg. & Mgmt. (PTU)	2016	75%
Diploma, Electronics & Communication Engineering	Govt. Polytechnic College for Girls, Jalandhar (PSBTE)	2013	69.29%
10th (Matriculation)	Dashmesh Public Sr. Sec. School (PSEB)	2010	67%

RESEARCH

- **M.Tech Dissertation:** "A Hybrid Approach for Secure and Efficient Message Transfer in VANET" — specialization in Vehicular Ad Hoc Network (Network Security).
- **Conference:** Presented a paper at the International Conference (ICONIC), organized by LPU, 2023; attended the 2nd International Conference on Intelligent Circuits & Systems (ICICS), 2018.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Workshop on Network Design using Cisco Routers & Switches — Grade A, 2017
- MOOCs: VLOOKUP in Excel, Email Marketing, Effective Communication (2023); People Management, Time Management, Introduction to Artificial Intelligence, Human Resource Management (2024); Blockchain (2025)

TECHNICAL SKILLS

Software: MATLAB, ADS, NS2, Cisco Packet Tracer

Tools: MS Excel (VLOOKUP), MS Teams, UMS

Languages: English, Hindi, Punjabi

ADDITIONAL ACTIVITIES

- NSS (National Service Scheme) volunteer, 2013; 2nd topper of B.Tech class, 2016.
- Interests: Art & Craft, Running, Reading, sharing professional content on LinkedIn.