

1. Name (Block Letters) : BASALINGAYYA

D.HIREMATH

2. Date of Birth : 31-01-1988

3. Mother tongue : Kannada

4. Blood Group : AB+

5. Present Designation : Placement Officer

6. Category : GM

7. Residential Address : C/o: Sateesh G.Kulkarni

Vidyanagar 3rd Cross, Haveri

8. Permanent Address : S/o: Shri.D.B.Hiremath, A/p: Basarkhod

Tq: Kittur, Dist: Belgaum

9. Mobile No : 9740504883

10. Email : basalingayya.h@gmail.com
placementofficerghc@gmail.com

11. Academic Qualification:

Sl.No.	Qualification	University	Year of Passing	Class
1	MBA (HR)	VTU, Belgaum	2011	Second Class
2	BA	Karnatak University Dharwad	2008	Distinction

12. Service Particulars:

Sl.No.	Position	Year		Name of the Institution / Company / Consultancy
		From	To	
1	Placement Officer	Sept 1 st 2016	Present	KLE Society's G.H.College Haveri
2	HR Manager	Aug 1 st 2014	Aug 31 st 2016	Karnataka Classic Education Pvt. Ltd, Dharwad
3	HR Coordinator	March 1 st 2013	July 31 st 2014	Paripoorna Grameena Abhivruddi Mahila Seva Samsthe (PGAMSS) NGO



				Dharwad
4	HR Recruitment Consultant (Non IT & IT HR Recruiter)	May 21 st 2012	Feb 25 th 2013	Veeday Consultants Bangalore
5	Counselor	Aug 1 st 2008	Aug 31 st 2009	Karnataka Classic Education Pvt. Ltd, Dharwad

13. Extracurricular activities:

- Worked as Personality Development & Soft skills Trainer.
- Conducted district level cricket sports at Karnataka Classic Education Pvt. Ltd, Dharwad.
- Conducted training session on positive attitude at “PGAMSS” Dharwad.
- Active member of the coordinating team for college Management Fest and cultural activities.

14. Accomplishments:

- Consistently achieved placement numbers within the time frame.
- Steered efforts for closing the middle and senior level positions.
- Consistently achieved recruitment numbers within the time frame.
- Received the best performance Award in the year 2012.

15. Important responsibilities held:

- More than 8 years of work experience in Recruitment, Training, Coaching & Job Placements.
- Knowledge of executing HR Processes; possess an ability to relate and build a harmonious relationship with people across all the hierarchical levels in the organization.
- Proficiency in managing recruitment process including sourcing, screening and short-listing the candidates.
- Exposure of handling verticals like Non-IT & IT recruitment with gulf countries & in India.
- Establishing the strong reference network and handling the internal transfers, negotiating salaries, generating offer letters and handling documentation.
- Deft at motivating employee morale, controlling attrition and building committed teams.
- Ability in learning new concepts quickly, working well under pressure & communicating ideas clearly.

- Excellent team player with strong analytical, leadership and organizational skills.

16. Computer literacy : Operating system: Windows 98/ XP, Vista, Windows 10, Application: Ms Office

17. Proficiency in languages : Kannada, English & Hindi

18. Duties / Responsibilities of Placement Officer:

- To provide career counseling to the candidates & needs to look for job opportunities for candidates.
- To review candidates resume in order knowing about their educational qualification work experience and other skills.
- To conduct candidate's interview to know about their ability and efficiency.
- To understand the candidate's interest and requirement before seeking a job for them.
- To help the candidates in writing resume & their skills development.
- To prepare the candidates for MNC's Campus Interviews & UPSC, KPSC, Bank Exams & MBA, MCA, M.Com & M.Sc PG CET Exams.
- To conduct Career Guidance workshops on skill development & Entrepreneurship awareness to the candidates for better job prospectus.
- To keep in touch with clients from different organizations in order to stay updated with the new job vacancies that come up.
- To provide interview tips.
- To provide suggestions on how to maintain a good position and grow further within the organization.
- To conduct On Campus Interviews & off Campus Interviews.
- To handle various course students like BA, B.Sc, B.Com, BCA & M.Com.

19. Other Duties / Responsibilities assigned at the college:

- Member of Website Committee
- Member of Criteria 2
- Member of SSS Committee
- Member of Task Force Committee

20. Sports and Hobbies:

- Playing Cricket.
- Listening to music.
- Collecting photos, Playing Violin & Cooking.

DECLARATION:

Above given information is correct and true to the best of my knowledge.



Signature of Employee



Signature of Principal