

Kavya U

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Introducing myself as Kavya Upendra, an **MSW graduate** from University of Mysore. Cleared **UGC NET in 2016**. My specialization is in **Human Resource management** and having experience in Personnel Management, Corporate HR Management, Recruitment, Social work, Teaching and Media.

Career Overview

- 16 years of total experience in teaching, HR functions and in training and development.
- Currently serving in University Of Mysore as a faculty member in the Department of Social Work.
- Experience as Assistant Professor in AIMS, Acharya Institute of Management Sciences, Banagalore.
- Experience as soft skill and life skill trainer, associated with the reputed media group THE HINDU newspaper, Bangalore in conducting one of their programme on Education in various institutions in Bangalore
- 3 years of professional experience in various HR functionalities like personnel training and IT recruitment.

Educational Qualification

MSW (Master of Social Work) from University of Mysore 2003, with specialization in HR

BA from University of Mysore 2001 with **Journalism, Economics and English (Major)**

Languages Known : **Kannada, English** and Hindi

Software Skills : MS-Office, Internet browsing

Social Work Intern:

- A study on the perceptions and views of the executives on the performance appraisal system at Vikrant Tyres Ltd, Mysore. (Final year of MSW 2002-2003)
- One-year fieldwork experience at Suttur free education school during 2001-2002 (First year of MSW).
- Actively Participated in Social Work camp at Alattur Village, Nanjangud. Organized by Post Graduate Department of Studies in Social Work, JSS College, Mysore.
- **Journalism Intern:** Worked as internee in Times of India, Bangalore from May to July 1999.

Professional Experience

October 2018 : Till date
Organization : University Of Mysore, Mysore
Designation : Faculty

Responsibilities:

- Handled end to end process of teaching as Full time faculty for one academic year
- Papers handled – Community Organization, HRM, Communication and Counselling, Management of NGO's
- Conducted Seminars and Individual conferences and Group conferences for Students
- Guided students on their Field work, Dissertation work and career approach.
- Conducted students Forum activity (inviting resource persons from various fields to share their knowledge) on behalf of course enrichment and enhancement purpose.
- Conducted Webinars during pandemic period on behalf of fieldwork practicum for students.

April 2018 : July 2018
Organization : AIMS,Acharya Institute of Management Sciences,Bangalore.
Designation : Assistant Professor

Responsibilities :

- Handled end to end process of teaching as faculty for one Semester.
- Papers handled – Community Organization, HRM, Case work and Group work,
- Conducted Seminars and Individual Conferences and Group conferences for Students
- Guided students on their Field work and Dissertation work.

July 2008 : March 2018
Organization : THE HINDU, Newspaper (Prism Publication), Bangalore
Designation : Resource Person, Soft Skills and Life Skill Trainer.

(NIE -News Paper in Education)

A Cooperative effort by News Papers where news paper is used as a tool of instruction in Educational institutions in Bangalore.

March 2006 – November 2006

Organization : **Inetframe Technologies, Bangalore**
Designation : **Team Leader**

Responsibilities:

- Responsible to maintain and build relationships with the clients and gathering requirements from them
- Recruitment and selection sourcing,
- Hands on experience in Executive search using Internet and Head hunting as a special tool for closing major deals.
- Maintaining the profiles of various IT companies.
- Coordinating with different companies
- Building up the relationship with candidates and the clients.

November 2004 - November 2005

Organization : **Shreyas Integrated Systems Pvt Ltd, Bangalore**

Role : **IT recruiter**

Responsibilities:

- Handled clients like IBM, TCS, SAP LABS, LUCENT, PHILIPS, SAP ICG
- Responsible for full-cycle Resourcing & recruitment.
- Managing accounts of 4 - 5 clients for all their requirements simultaneously. Strategic planning for sourcing, placement and overall business development. Handling end to end recruitment process.
- Leading a team of 2-3 groups.

February 2004 - October 2004

Organization : **ERMG Consultancy, Bangalore**

Role : **IT recruiter**

Responsibilities

- Overlooking the entire recruitment process until the job requirement is met successfully.
- Clients for IBM, SONATA, SASKEN, ICOPE Technologies, AGERE Systems, ADITI Technologies.

Fieldwork experience -

Organization : **BHEL-EDN, Bangalore**

Duration : **June 2003-August 2003 (2.5 months)**

Role : **Trainee HR**

Underwent in-plant training at BHEL-EDN, Bangalore to have practical experience in the fields of industrial Relations, Personnel Management and Human Resource Development

Organization : Vikrant Tyres ltd, Mysore

Duration : 2002-2003

Role : Trainee HR

Underwent training at Vikrant Tyres ltd, Mysore on the functions of the Human Resource Department during 2002 - 2003(M.S.W. Final Year)

Personal Traits

Strong communication, inter personal and presentation skills

Proactive with a time bound approach towards assignments,

Strong grasping power, ability to learn and imbibe new technologies with ease.

Effective team working abilities with displayed leadership and motivational skills.

Reference: Available on request