

GATEWAY EDUCATION



Ms. Geeta Kukreja

Head Alumni, Head Internship & Assistant Training & Placement Officer)
Training & Placement Department

Ms. Geeta Kukreja is working on the post of Assistant Training & Placement Officer (**Training & Placement Department**) at **Gateway Education**, Sonipat from the last 4.5 years. Ms. Kukreja holds a 13 years rich experience of Training & Placement in Hotel Industry and Academics.

She has contributed to developing and maintaining high standards in imparting higher education & training and developing statutes, regulations and guidelines for conducting various functions, arranges guest lectures, workshops, seminars, industrial visits & educational tours for students. Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations, she has served.

Academic Qualifications:

1. Master in Business Administration in Human Resources Management & Marketing (**MBA**) from Swami Vivekanand Subharti University, Meerut Uttar Pradesh (2021-2023)
2. Bachelor of Arts (**B.A.**) with Honours from Delhi University (2006-2009)

Responsibilities held:

Liaisons with industry, Arranges campus interviews, Assists students develop and implement successful job search strategies, Compiles and maintains the database of student's profiles for all the departments, Undertakes a rigorous placement campaign, Empowers students with life-long career decision-making skills, Acts as a link between students, alumni and the employment community, Assists different companies in recruiting candidates as per their requirements, Assists students in obtaining final placement in reputed companies, Provides right placement to the right candidate so that students excel in their future life, Organizes placement training for the students and make them ready for interview and group discussion, Getting approval for on-campus drives from the Principal and informing the candidates through Department Placement

Coordinators, Provides information on the schedule of recruitment drives well in advance to all DPCs, HODs, Principal and students, Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same, Details of placed candidates and hard copies of their appointment orders are sent to all HODs, DPCs, immediately after the recruitment drive is complete.

Achievements:

- ❖ Participating in “Organizational Learning and Development” Organized by Swami Vivekanand Subharti University.
- ❖ Participating in “World Tourism Day” organized by Department of Tourism And Hotel management Central University of Haryana.
- ❖ Participating in “Virtual Wine Training Session” Organized by Swami Vivekanand Subharti University.
- ❖ Participating in “How to have Growth Mindset” Organized by Commpact The Commerce University, Maharaja Agrasen Institute of management Studies.