Bindu Valoor
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Profile

- Spearhead the social outreach activities of Ahalia Group
- Coordinated the Comprehensive Survey of Elappully Panchayat collaborating with the Local Self Government, Elappully and volunteers of Ahalia School of Engineering and Technology
- Partnered with Palakkad Management Association in preparing Vision 2030 document targeting the facelift of Palakkad by 2030
- Liaised with Palakkad District Administration for propagating Voting rights among new voters. Ahalia School of Engineering and Technology won the District Collector's Trophy
- Coordinated the Socio-Health survey conducted by students of Ahalia Academic Institutions
- Handle the outreach activities of Youth Against Alcohol and Drugs- YAAD, a corporate social responsibility initiative of Ahalia Group
- Collaborate with Industry Forums to facilitate Institute-Industry Interactions for the students of Ahalia Academic Institutions
- Resource person of KITCO and other training bodies
- Boosted the visibility of Ahalia School of Management and Ahalia School of Engineering and Technology among the target groups
- Built a strong rapport with media (print & visual) , deciding authorities of feeder institutions and various student and management organizations
- SPOC of Ahalia Group of Educational Institutions in matters regarding admission and marketing
- Active participant of Palakkad Management Association (PMA) initiatives

Experience

Manager - Academics Outreach — **Nov 2016 – Till Date**
Ahalia Group, India

Marketing Manager — **April 2015 - Oct 2016**
Chathamkulam Business School, Palakkad

Recruitment Manager — **March 2007 - March 2015**
Iconsoft Consulting Group Inc, Bangalore

QA Lead
Firstring India Pvt Ltd (ICICI OneSource) — **Dec 2000 – Dec 2005**
Bangalore

Technical Public Relations Assistant
BPL India Pvt. Ltd., Bangalore **Sep 1998 – Nov 2000**

Technical Apprentice
BPL Sanyo Technologies Pvt. Ltd., Palakkad **Dec 1996 – Dec 1997**

Manager - Academics Outreach & Secretary to Director Academics
Ahalia Health Heritage & Knowledge Village, Palakkad
Business Development:

1. To lead the business development team in raising the visibility of the educational institutions by carrying out an effective marketing and communications plan
2. Oversee the advertisement and promotional activities to ensure it reaches the targeted students
3. Coordinate and improve outreach programs that improve institution branding among other colleges, students and parents
4. Conduct promotional activities, participate in events and lead the updating of database for marketing activities
5. Handling enquiries and counsel students on admission related matters
6. Coordinate production of marketing material and promotional activities and advertising campaigns
7. Publicize the strength of academic faculty, promote college profile and coordinate the formation and working of admission boosting partnerships
8. Meet yearly targets of student admissions

Secretary to Director Academics:

9. To discharge the duties as the Secretary of Ahalia Council –the apex academic body in Ahalia Campus
10. Prepare minutes of meetings chaired by the Director-Academics
11. Draft letters/circulars etc. as dictated by the Director-Academics
12. Sent mails and emails as and when instructed by the Director-Academics
13. Interact with visitors and liaise with officials as and when authorized by the Director-Academics
14. Prepare materials, reports etc. on academic matters as and when authorized by the Director-Academics

Trainings attended recently

- Practical HR practices conducted by NIPM (National Institute of Personnel Management)
- Omoiyari conducted by JCI in association with PMA (Palakkad Management Association)
- Workshop on Situation Management conducted by Innovation & Entrepreneurship Development Centre (IEDC)
- Visited the University of Calicut, Cochin University of Science & Technology (CUSAT) , Indian Maritime University , Cochin for understanding the way they carry out academic and administrative activities

Admissions and Marketing Manager
Chathamkulam Business School

- Manage a team of admission counselors
- Conduct college visits to meet under graduate students and give information about Chathamkulam Business School and its facilities
- Create or lead admission initiatives and use independent judgment and analysis to evaluate student applicants
- Oversee the advertisement and promotional activities to ensure it reaches the targeted students

Recruitment Manager
Iconsoft Consulting Group Inc, Bangalore

- Managed a team of account managers and recruiters
- Maintained excellent rapport with the end clients
- Dealt with prime vendors and acquired business
- Raised invoices and presented to the sub vendors and clients for the consultants working for Iconsoft
- Managed the pool of consultants working on the payroll of Iconsoft by addressing their concerns

Firstring India Pvt Ltd (ICICI OneSource)

Continuous Monitoring to ensure:

- Adherence to client specifications
- Client Verification Criteria
- Continuous improvement based on action plans

Conducted Calibration sessions in accord with :

- Clients' expectations as per the agents' quality
- Clients' feedback and action plan for the agents
- Clients' training methods to ensure better performance

Educational Qualification

Course/Degree	Year of Passing	Class
MA Psychology	**2021**	**First**
MBA HR	**2016**	**First**
BBM	**2009**	**First**
Diploma In Electronics & Communication	**1996**	**Distinction**
S.S.L.C	**1993**	**Distinction**

Personal Information

- **Date of Birth : 16th March 1977**
- **Nationality : Indian**
- **Sex : Female**
- **E-mail Address : valoorbindu@gmail.com**
- **Telephone : 956 258 5417**