

# RESUME

**MANJOO PHADKE**

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## EXPERIENCE

**2007 JUNE – TILL DATE**

- **INDIRA GROUP OF INSTITUTES, PUNE**

**DIRECTOR – INDIRA INTERNATIONAL  
DISTANCE EDUCATION ACADEMY &**

**DIRECTOR - INTERNATIONAL STUDENTS' CELL  
-COORDINATOR-PUBLICATIONS &  
CIRCULATIONS & MEMBER – EDITORIAL &  
ADVISORY BOARD – “TAPASYA”**

- HEAD - OUTBOUND MANAGEMENT TRAINING

- INTERNATIONAL INITIATIVES

- RESOURCE PERSON – INDIRA RESEARCH &  
DEVELOPMENT CENTER

**2003 MAR – 2007 JUNE**

- **INDIRA GROUP OF INSTITUTES, PUNE**

- DIRECTOR – EVENTS & CULTURAL AFFIARS &  
INTERNATIONAL STUDENTS' CELL

-COORDINATOR- PUBLICATIONS &  
CIRCULATIONS & MEMBER – EDITORIAL &  
ADVISORY BOARD – “TAPASYA”

- OMT IN-CHARGE

- INTERNATIONAL INITIATIVES

- RESOURCE PERSON – IRDC

**2001 MAY – 2003 MAR**

- WORKING AS A CONSULTANT – TRAINER FOR INDIRA INSTITUTE OF MANAGEMENT. MY SCOPE OF DUTIES IS - SETTING UP OF THE GYM, LAYOUT PLANNING, EQUIPMENT PURCHASE'S, STAFF RECRUITMENT AND TRAINING, CONDUCTING AND ORGANISING VARIOUS HEALTH SEMINARS & WORKSHOPS.

- **2001 MAY - 2002 FEB.** - WORKED AS A FITNESS COUNSELLER FOR KPIT INFOSYSTEMS PVT. LTD; PUNE.

- ALSO WORKED AS A FACULTY MEMBER FOR COLLEGE OF AGRICULTURAL BANKING - RESERVE BANK OF INDIA AND ORIGIN SCHOOL

	<p><b>OF CORPORATE FITNESS.</b></p> <p><b>2000 MAY - 2001 MAY - GENERAL MANAGER – SOLARIS FITNESS WORLD, PUNE.</b></p> <p><b>JOB PROFILE INCLUDES –</b></p> <ul style="list-style-type: none"> <li>• <b>SETTING UP OF THE GYM – LAYOUT PLANNING, EQUIPMENT PURCHASE’S AND LIASON WITH LOCAL GOVT. AUTHORITIES FOR REQUIRED APPROVALS</b></li> <li>• <b>STAFF RECRUITMENT AND TRAINING,</b></li> <li>• <b>DEVISING MARKETING AND SALES STRATEGY</b></li> <li>• <b>FINANCE MANAGEMENT</b></li> <li>• <b>LOOKING INTO DAY TO DAY OPERATIONS AND MANAGEMENT</b></li> <li>• <b>ALSO PLANNING THE VIABILITY OF FUTURE PROJETS</b></li> </ul> <p><b>1990 – 2000 TALWALKAR’S FITNESS FELLOWSHIP, PUNE. MANAGER.</b></p>
<b><u>EDUCATION</u></b>	<p><b>B.COM - GRADUATED IN 1987 FROM POONA UNIVERSITY. (FIRST CLASS)</b></p> <p><b>MPM – UNIVERSITY OF PUNE 2007(FIRST CLASS)</b></p>
<b><u>PUBLICATIONS</u></b>	<p><b>WRITTEN MANY ARTICLES FOR VARIOUS PUBLICATIONS AS FOLLOWS:</b></p> <p><b>NIPM CONFERENCE MONOGRAM (HR)</b></p> <ul style="list-style-type: none"> <li>– <b>ASSESSMENT CENTERS</b></li> <li>– <b>COMPETENCY MAPPING</b></li> </ul> <p><b>TAPASYA – OUTDOOR MANAGEMENT TRAINING– OVERVIEW</b></p> <ul style="list-style-type: none"> <li>– <b>BUSINESS STRATEGY – FITNESS INDUSTRY</b></li> <li>– <b>INNOVATION – A KEY TO SUSTAIN YOUR FITNESS ROUTINE</b></li> <li>– <b>DIETARY SUPPLEMENTS – ONE OF THE BIGGEST RETAIL MARKETS IN THE HEALTH INDUSTRY</b></li> </ul> <p><b>MAHARASHTRA TIMES – REGULAR CONTRIBUTOR FOR THEIR HEALTH COLUMN</b></p>
<b><u>ACTIVITIES</u></b>	<p><b>ATTENDED NATIONAL &amp; INTERNATIONAL WORKSHOPS &amp; SEMINARS IN HR AND OTHER FIELDS</b></p> <p><b>ORGANIZED VARIOUS INDUSTRY – ACADEMIA INTERFACE ACTIVITIES SUCH AS GLOBAL ENTREPRENEURSHIP PROGRAM, NATIONAL HR SEMINARS, INDIRA SUPER ACHIEVERS AWARDS, GLOBAL SUPER ACHIEVERS AWARDS, MARKETING</b></p>

	<i>EXCELLENCE AWARDS ETC.</i>
<b><u>INTERESTS</u></b>	<i>TREKKING, TRAVELING, READING, TENNIS, NATURE TRAILS.</i>
<b><u>PERSONAL DETAILS</u></b>	<i>DATE OF BIRTH: 22<sup>ND</sup> APRIL 1967      AGE: 41 YRS. SEX: FEMALE MARITAL STATUS: MARRIED NATIOANALITY: INDIAN  ADDRESS: 8 SHIVANG APTS; 46, HAPPY COLONY, KOTHRUD, PUNE, INDIA. PIN: 411 029. MOBILE: 0988 149 8787.</i>

*MANJOO PHADKE  
PUNE*