**RESUME**

**CHETAN KUMAR MEHRA**

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https://www.linkedin.com/in/chetan-mehra-009116146

Mob No:- 8770746067

**Summary:**

* **Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and**
* **onboarding.**
* **Creatively source high-caliber candidates by leveraging recruiting software, social media, and cold calling and employee**
* **referrals.**
* **Having extensive experience with Clinical Scientific roles.**
* **Having experience with IT and Non-IT requirements also.**
* **Manages the IT works**

**Work Experience**

**Unique Technologies – Bhopal M.P. 1 Year Experience**

**Designation- Desktop Engineer(IT)**

* **IT Work in government office.**
* **Desktop support Engineer.**
* **Software Installation**
* **Operations**

**Yes Bank Ltd – Bhopal M.P 2 Year Experience**

**Designation- Sales Executive**

* **Product sales target and communicate goals to team members.**
* **Generated leads through cold-calling.**
* **Manages the costmer service issue online based with special sales and inquries.**
* **Through knowledge of deposit, loan and investment systems, report generation and information gathering.**
* **Create a culture of exceptional focus on the customers.**

**Skills**

* **Marketing skills.**
* **Communication skills.**
* **Relationship building skills.**
* **Multitasking skills.**
* **Time management skills.**
* **Patience.**
* **Listening skills.**

**Computer Proficiency;-**

* **Programming Languages – Html, Css, Bootstrap, Java script, React js ,Node js, express & mongodb**
* **Certification –Big Data & Development**
* **Hardware- Network configuration and window installations**

**Education**

**Bachelor’s Degree**

**Sagar Institue of Reaserch and Technology(Computer Science Engineering) 2014 - 2018**

**J.V.M Hr.Sec School- High School 2014**

**Hobbies**

* **Shooting**
* **Cricket**
* **Swimming**

**Declaration**

**I hereby declare the information furnished above is true to the best of my knowledge and belief.**

**Date:**

**Place: Bhopal Chetan Kumar Mehra**