

Simran chauhan

Human resources



PROFESSIONAL SUMMARY

Primary objective is to continue career development in a Post of greater potential & responsibility, which will provide challenge & simulation for a high degree of job satisfaction.

CORE SKILLS

- Employee Relations
- Negotiation
- Payroll and Timekeeping
- Communication
- Benefits Administration
- Time mangement
- Problem-Solving
- Strategic thinking
- Decision making

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(M.p)

WORK EXPERIENCE

HR Internship

Quality webs co. / 17 Nov 2022 - present

- Managed all HR- related task for 30+ employees payroll processing, employees benifit program, documentation, interview initial round, training, on-boarding new recruits,
- New hiring process and increase new employees
- Schedule interviews across 7+ roles, coordinate with employees.
- prepare DWR report, and report to senior HR manager.

Sales executive

GigIndia / July 2020 - Oct 2021

- Contested current and potential clients to promote product and service.
- Addressed Consumer concerns immediately and promptly resolve issues to boost client satisfaction.
- Engaged proactively with each customer , provide professional and polite support for sales and service needs.
- Kept calm and applied strong problem solving and interpersonal skills to resolve conflicts.

EDUCATIONAL HISTORY

Sage University Indore

MBA HR+ Marketing / Oct 2021 - July 2023

Sica college DAVV University

Bachelor of commerce/ August 2018 - Jun 2021

IT SKILLS

- MS Excel
- MS PPT
- MS word
- Canvas

