

PREETI CHANDRAKAR

8871676986/8319380983/7575009570(Only text)

preeti.chandrakar2@gmail.com · www.linkedin.com/in/preeti-chandrakar-11770a145

A challenging career that best utilize my enthusiasm, skill set in management and result oriented leadership. Looking for long term fruitful association and organization which provided the opportunities to enhance my skill.

EXPERIENCE

SEPTEMBER, 2021 – PRESENT

ASST. MANAGER HR OPERATION, SARTHEE CONSULTANCY

- Coordinate with Hiring Manager to determine staffing needs
- Accordingly make plan of Action and Utilize best sourcing techniques to develop and shortlist right talent from market like Job portals, social sites, college campus
- Conduct Phone and In-Person Screens to qualify the candidates & assess their skills
- Arrange and coordinate various college campus interviews
- Following up on the interview process status and Coordinating interviews with the hiring managers
- Performing reference and background checks
- Communicating employer information and benefits during screening process
- Serving as a liaison with area employment agencies, colleges, and industry associations
- Completing timely reports on employment activity.
- Employee Engagement Activities
- Joining Formalities
- Induction of the new joiners.
- Updates to TLs & Head Operations
- MIS Reporting

SEPTEMBER, 2020 – AUGUST, 2021

SUPPLY EXECUTIVE, SWIFLEARN

- Conduct Phone and In-Person Screens to qualify the teachers & assess their skills.
- Joining Formalities.
- Induction of the new joiners.
- Provide training to the teachers.
- Handle Admin Panel
- Lead a team of 4 people.

EDUCATION

AUGUST, 2020

MBA(HR/AGRIBUSINESS MANAGEMENT), RIMT UNIVERSITY

MAY 2018

B.TECH(AGRICULTURAL ENGINEERING), IGKV

MAY 2014

XII FROM MAITRI VIDYA NIKETAN, BHILAI(CBSE BOARD).

MAY 2011

XII FROM MAITRI VIDYA NIKETAN, BHILAI(CBSE BOARD).

TECHNICAL SKILLS

- MS office
- Html
- SQL
- Key Skills : Technical Skill

KEY SKILL

- Leadership
- Teamwork
- Initiative & ability to leverage technology
- Time management

INTERNSHIP & PROJECTS:

- Organization: Bhilai Steel Plant(SAIL)
Title : Performance Appraisal of Executives.
- Organization: ICAR-CIPHET(Punjab)
Title : Development for shelling mechanism for green pea.
- Organization : Central Farm Machinery Tractor and Training Institute(M.P)
Title : Maintenance & operation of diesel engine & tractor.
- Organization: BEC foods(Chhattisgarh)
Title: Chilli Processing & dairy processing.

ADDITIONAL CERTIFICATIONS :

- Completed diploma in E- business from Alison (beginner).

- Completed diploma in Introduction Project Management From Alison.
- Completed certificate program in fundamental of digital marketing from Google.
- Completed certification program in soft skill from TCS.
- Completed certification program in MS-Word, MS-Excel, MS-Power Point from Alison.

PERSONAL INFORMATION

- Date of birth : 2nd August, 1995
- Language known : English & Hindi
- Hobby : cooking, dancing
- Strength : Punctuality, good communication