

KAUSHIK CHANDRA

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I am an organized, efficient and hard working person, and am willing to discover and accept new ideas which can be put into practice effectively. I am a good listener and learner, able to communicate well with a group and on an individual level. I am a self-motivator & a result oriented professional.

EXPERIENCE

FROM: - DECEMBER, 2023 – DECEMBER, 2024

REC LIMITED (CO), GURUGRAM, HARYANA, INDIA

EXECUTIVE-HR (APPRENTICE)

- Provide administrative support on the online system by keeping employee records up to date and accurate.
- Schedule interviews, and manage calendars and diaries on the online system.
- Shadowing members, participating in learning experiences, attending meetings and workshops, and traveling to other working environments to gain practical experience.
- Managing manpower related work and Handling of records/data management of employees.
- Handling of Annual Performance Report of employer.

EDUCATION

2024 – 2026 (EXPECTED)

MASTER OF BUSINESS ADMINISTRATION

HUMAN RESOURCE MANAGEMENT

ANDHRA UNIVERSITY, VISAKHAPATNAM, ANDHRA PRADESH

2019 - 2021

MASTER OF ARTS

SOCIOLOGY

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR, UTTAR PRADESH

2016 - 2019

BACHELOR OF SCIENCE

COMPUTER APPLICATION, MATHEMATICS, PHYSICS

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR, UTTAR PRADESH

SKILLS

- MS OFFICE
- PERFORMANCE APPRAISAL
- HR ADMINISTRATION
- HR OPERATIONS
- PROMOTION
- COLLABORATION
- SQL
- ORACLE ERP

LANGUAGES KNOWN

- ENGLISH
- HINDI