RESUME

Name- Kaushiki Chaturvedi

D/O:Ajit Kumar Chaturvedi

Permanent Address-27/1B, Nimu Goswami Lane, Kolkata-700005,

Post Office-Hatkhola; West Bengal.

Present Address- *A-3, 601, Megapolis Serenity, Phase-3, Hinjewadi,*

Pune – 411057, Maharashtra.

Contact number: *6364321226*

E-mail: kaushikichaturvedi93@gmail.com

Career objective:

To obtain the position that will exploit my acquired knowledge and skills so as to

contribute my best to an esteemed firm which will assist me to build up good

prospect and to obtain an entry level position within a progressive, growth-

oriented company with advancement possibilities.

Educational qualification:

- ❖ ⬚ Completed Professional Certificate Course in Human Resource Management(HRM) in Data Analytics from Indian Institute of Management(IIM), Kozhikode in the year 2024.
- ❖ ⬚ Passed M.Sc with Biochemistry in the year 2022 from Mangalore University.
- ❖ ⬚ Passed B.Sc. with Chemistry Honours in the year 2018 from University of Calcutta.
- ❖ ⬚ Passed Class XII (ISC)in the year 2011.
- ❖ ⬚ Passed Class X (ICSE) in the year 2009.

Working Experience:

- ❖ Presently Working as HR Onboarding with Accenture Solutions Pvt. Ltd., Pune.- Experience in Executives Onboarding of Candidates of Career Level- 5,6,7,8 which includes Onboarding of Associate Director to Senior Manager Levels.
  - Taking care of Compliance Check like Background Verification Check (BGC) of candidates.
  - Working on tools like WORKDAY, COUNTDOWN TO ACCENTURE (CTA) & HIREPRO for Identification Verification (IDV) for Physical as well as Virtual Onboarding.
  - Worked on Global Workday Reports like WR3017, WR3354, WR3070, etc.
  - Worked on Validation & Quality Check of PF Forms & Nomination Forms.
  - Was a part of Bulk Campus Onboarding of Candidates.

- ❖ Worked as Junior Researcher at Indian Political Action Committee(IPAC).
- ❖ Worked as Financial Advisor at Bharati-Axa Life Insurance Company.
- ❖ Worked as Senior Associate(Data Abstraction Chemistry) at Innodata Company Pvt. Ltd.
- ❖ Completed as HR Internship at TIP Community(NGO).

Technical skills:

Computer application:

- ❖ MS-Word
- ❖ MS-Excel
- ❖ MS-Powerpoint
- ❖ Tableau

Strength:

- ❖ ⬜ Hard working.
- ❖ ⬜ Self confidence.
- ❖ ⬜ Time management.
- ❖ ⬜ Fast decision making.
- ❖ ⬜ Adaptability.
- ❖ ⬜ Good Teaching Skills

Hobbies and interest:

- ❖ Reading books and newspapers.
- ❖ Listening music.
- ❖ Dancing.
- ❖ Teaching.

Languages known:

English, Hindi, Bengali.

Acknowledgement:

I hereby declare that the above given information are true as per my knowledge.