

Swati Chhabra

Good Learner. Hardworking.

H.No-8, Lal Bagh
Gandhi Colony, Muzaffarnagar
+91-8218820203
swatichhabra111@gmail.com

CAREER OBJECTIVE

To associate with an organization where I can grow in terms of knowledge, skills, attitude and make effective use of my experience, analytical abilities and professional competence by working collectively in a competitive and challenging business environment to add value, thus aligning self-development with organizational development.

EDUCATION

S.D. COLLEGE OF MANAGEMENT STUDIES

~ MBA (2022-2024)

S.D. COLLEGE OF COMMERCE

~ B.Com (2019-2022)

S.D. PUBLIC SCHOOL

~ INTERMEDIATE (2019)

S.D. PUBLIC SCHOOL

~ HIGH SCHOOL (2017)

INTERNSHIP

MICROCON SYSTEMS

~ Developed and maintained strong relationships with clients to enhance customer satisfaction and loyalty.

~ Conducted interviews for potential candidates, assessing their qualifications and fit for various roles.

~ Participated in recruitment drives at colleges to source candidates for AutoCAD and marketing positions.

~ Managed communication with candidates by sending recruitment emails to facilitate the hiring process.

DECLARATION

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

SKILLS

Hiring and recruitment.

Employee Relations.

Negotiation Skills.

Strong Networking And
Communication Skills.

Learning Enthusiast.

ADDITIONAL INFORMATION

Confident & Extrovert.

Keen Observer.

Adaptable to new
environments.

An Optimist.

LANGUAGES KNOWN

English & Hindi

EXTRA CURRICULAR

~ Anchoring at multiple
formal & informal events in
college.

~ Leading teams in various
competitions in school and
college.