|  |  |  |
| --- | --- | --- |
|  |  | **Shweta Singh Chauhan**  **HR Recruiter**  OBJECTIVE  I am a competent Retainer Recruiter with excellent communication and interpersonal skills and a proven track record of achieving hiring, selecting, & sales targets. I have 5+ years of experience in sales & services and a further 24 months of experience in hiring candidates. I am looking for a senior position within the organization.    WORK EXPERIENCE PROFESSIONAL EXPERIENCE Senior Recruiter  Mohit Box Industries Pvt. Ltd., Dec’2022 – Till Now Significant Highlights & Responsibility -:   * Design and implement an overall recruiting strategy for Internal & External posts. * Develop and update job descriptions and job specifications. * Perform job and task analysis to document job requirements and objectives over Mail & LinkedIn. * Source and recruit candidates by using databases from LinkedIn, Naukri.com, google internal references, etc. * Screen candidates’ resumes and job applications over Mail & Call. * Handling internal documents & data with the team & supporting them.  HR Associate Stellar360 staffing services Pvt Ltd., Jul’2022 – Nov’2022  Significant Highlights & Responsibility -:   * Design and implement an overall recruiting strategy for Internal & External posts. * Develop and update job descriptions and job specifications. * Perform job and task analysis to document job requirements and objectives over Mail. * Source and recruit candidates by using databases from Naukri.com, LinkedIn, internal references, etc. * Screen candidates’ resumes and job applications over Call & Mail. * Conduct interviews using Microsoft Teams for recruiting and selection methods by screening, calling & Mails to filter candidates. * Handling internal documents & data with the team & supporting them.  Recruiter Pros & Pawns HR Consultants, Sep’2021 – Feb’2022  Significant Highlights & Responsibility -:   * Design and implement an overall recruiting strategy for multiple clients & posts. * Develop and update job descriptions and job specifications. * Perform job and task analysis to document job requirements and objectives over Mail. * Source and recruit candidates by using databases from Naukri.com, Indeed.com, Hirist.com, Updazz.com, Jobs for her, etc. * Screen candidates’ resumes and job applications over Call & Mail. * Conduct interviews using Zoom & Microsoft Teams for recruiting and selection methods by screening, calling & Mails to filter candidates.  Retainer Recruiter Quess Corp Ltd., Dec’2020 – Sep’2021  Significant Highlights & Responsibility -:   * Design and implement an overall recruiting strategy for multiple clients, Majorly for Airtel & Vodafone. * Develop and update job descriptions and job specifications. * Perform job and task analysis to document job requirements and objectives over Mail. * Source and recruit candidates by using databases from Qjobs, the online platform, and date creations. * Screen candidates’ resumes and job applications over Call & Mail. * Conduct interviews using various reliable recruiting and selection tools/methods by calling & Mail to filter candidates.   Premium In Shop Demonstrator  DYSON Technology India Pvt Ltd., Mar’2020—Jun’2020  Significant Highlights & Responsibility -:   * To achieve the Sales Target (By selling Dyson products). * Giving DEMO of products & detailed specifications to help them. * Resolving Customer’s Queries those are visiting our Store. * Increasing profitability by driving revenue for the store, and ensuring that targets are achieved on time. * Grooming new executives and driving with the team at the store & giving them proper on-mail feedback.   Samsung Experience Consultant (SEC)  SAMSUNG India Electronics Pvt Ltd., Nov 2017—Feb’2020  Significant Highlights & Responsibility -:   * To achieve the Sales Target (By selling Samsung products with Accessories) * Resolving Customer’s Queries & Complaints who are visiting Samsung Smart Cafe. * Increasing profitability by driving revenue for the store, and ensuring that targets are achieved on time. * Grooming new executives and driving with the team at the store by constant role-plays & giving them proper on-mail feedback. * Having escalation handling, quick solving & follow-ups.   Team Lead (BDM)  Ethos Reliable Services Pvt Ltd., Feb’2017– Aug’17  Significant Highlights & Responsibility -:   * To Achieve the Sales Target (Data Entry Projects of the Company). * Resolving Client’s Queries & Complaints those are visiting Office. * Increasing profitability by driving revenue for the office, and ensuring that targets are achieved at the time of the Team. * Grooming New Executives and driving with the team at the office by constant role-plays & giving them proper guidance.   Customer Care Executive, Vodafone Store  Vodafone India Ltd., Delhi, Sep’2016 – Feb’2017  Significant Highlights & Responsibility -:   * To Achieve the Sales Target (Post-paid, Prepaid, Handsets, and World Calling Cards) * Resolving Customer’s Queries & Complaints those are visiting Vodafone Store. * Tracking & maintaining sales report, CAF Form, Data VAS report, Acquisition, Churn Report & quality Audit reports. * Maintaining quality standards at the store as per Company Norms. * Increasing profitability by driving revenue for the store and ensuring that targets are achieved within the targeted time. * Handling, Escalations & Maintaining average wait time at the store. * Conducting the products & process training programs for new Agents. * Vodafone M-Paisa (Payment Gateway App): Highest registration for the App from Vodafone Store Noida.  Achievements-  * Received the highest Incentive thrice for Highest Target vs Achievement in 2019 * Achieved the highest incentive in the period (Jan’17) * Got prize for Over Target completion for Diwali. (2018 & 2019) * Got prize for Over Target completion for Nov’16. * Top in TNPS Score (Touch Net Promoter Score) feedback given by customers between1-10. * Won Customers’ trust and they visited many times to thank only.   **EDUCATION**  Masters of Commerce: M.Com  MJP Rohilkhand University –The year 2017  Bachelor of Commerce: B.Com  Kurukshetra University - Year 2014    HOBBIES & INTERESTS  I love cooking, dancing, listening to songs, and dreaming of adventure Sports, and I definitely will do that. You’ll find me inside watching old movies or listening to old songs when the sun isn't shining.    REFERENCES  References are available on request. |
| CONTACT  *G-7/19, Second Floor, Sector-11*  *Rohini, Delhi 110085.*  **🖂:** [*rajput.shwetasingh3112@gmail.com*](mailto:rajput.shwetasingh3112@gmail.com)  🕿:+91-9711981196, 7895484159  KEY POINTS   * 5+ years of sales & recruitment experience * Proven Recruitment achievements * Proven sales achievements * Face-to-face & cold calling, mailing   SKILLS:   * Commercial awareness * Confidence * Excellent interpersonal skills * Maturity * Numerical skills * Patience * Perseverance |  |