**CURRICULUM VITAE**

**Komal Rahul Chaudhary**

E-Mail- komalbpatil786@gmail.com

Mobile – 9909369811

**Objective:**

Looking forward for an opportunity to work with an organization and prove myself as an asset to the Organization, working to the best of my ability.

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination Passed** | **University /**  **Board** | **Institution** | **Year of Passing** | **Percentage** |
| MBA (Human Resource) | Pune | Sandip Foundation | 2016 | 70.51% |
| BCA | Pune | CMCS College | 2014 | 67% |
| HSC | Pune | KSKW College | 2011 | 68.67% |
| SSC | Pune | Janta vidhyalaya | 2009 | 71.69% |

**Organization Experience**

**Designation :** Asst. HR Manager

**Company Name** : Narola Infotech Solutions LLP

**Date of Work :** 10th September 2018 To Present

**Work Profile :**

* + Handling Welfare Activities.
  + Organizing all Events.
  + Handling day to day activities.
  + Recruitment
  + Understanding the requirement of the organization regarding various positions.
  + Sourcing suitable candidates via networking, job portals, advertising and referrals
  + Maintaining candidate networks
  + Providing resume, interview and career advice to candidates
  + Interviewing candidates on a general basis and for specific role
  + Developing and managing ongoing client relationships - both on the phone and face to face
  + Conducting screening interview &amp; recommending further action
  + Ensuring joining documentation including offer & appointment letters, compensation plan and post joining procedures.
  + Job posting on job sites e.g. Naukri.com and Monsterindia.com, scheduling interviews and taking feedback
  + Training New Jr. Recruiters
  + Taking Interviews etc.
  + All Joining formalities.
  + Handling Exit formalities.
  + Birthday celebration on monthly basis.
  + Staff meeting
  + Performance meetings
  + Attendance checking.
  + Meetings with TL and PM.
  + CCTV Camera Checking.

**Designation :** Sr. HR Executive

**Company Name** : Narola Infotech Solutions LLP

**Date of Work :** 10th September 2018 TO 10th September 2019

**Work Profile :**

* + Handling Welfare Activities.
  + Organizing all Events.
  + Handling day to day activities.
  + Recruitment
  + Understanding the requirement of the organization regarding various positions.
  + Sourcing suitable candidates via networking, job portals, advertising and referrals
  + Maintaining candidate networks
  + Providing resume, interview and career advice to candidates
  + Interviewing candidates on a general basis and for specific role
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  + All Joining formalities.
  + Handling Exit formalities.
  + Birthday celebration on monthly basis.
  + Staff meeting
  + Performance meetings
  + Attendance checking.
  + Meetings with TL and PM.
  + CCTV Camera Checking.

**Designation :** H R Executive

**Company Name** : D V Das Manpower Inc.

**Date of Work:** 1st June 2016 TO 9th September 2018

**Work Profile :**

• Understanding the requirement of the organization regarding various positions.

• Sourcing suitable candidates via networking, job portals, advertising and referrals

• Maintaining candidate networks

• Providing resume, interview and career advice to candidates

• Interviewing candidates on a general basis and for specific role

• Developing and managing ongoing client relationships - both on the phone and face to face

• Conducting screening interview &amp; recommending further action

• Ensuring joining documentation including offer &amp; appointment letters, compensation plan and post joining procedures

• Job posting on job sites e.g. Naukri.com and Monsterindia.com, scheduling interviews and taking feedback

• Training New Jr. Recruiters

• Taking Interviews etc.

**Software Awareness:**

* Networking and communication -Internet.
* Operating System*:* Windows ‘98, 2000, XP, Window’s7
* MS-Office: Word, Excel, and PowerPoint.

**Training project Completed:**

* M.B.A. Academic Project: **Employee Engagement in Powerinst Company** (Nasik).

**Achievements:-**

* Actively participated in various event activities for inter college .

**Personal Profile:-**

* I am self-motivated, capability to work in H.R. Field & Admin. Field, Responsibility with strong determination, initiative and balance mind.
* Strongly believe in people management & developing people through delegation team work & knowledge sharing.
* Ability to rapidly build relationship and set up trust.
* Confident and Determined
* Ability to cope up with different situations.

**Name :** Komal Rahul Chaudhary

**Date of Birth :** 10-2-1994

**Sex :** Female

**Marital status :** Married

**Nationality :** Indian

**Hobbies :** Dancing, Reading, & Traveling

**Languages :** English, Hindi, Marathi & Gujarati

**Declaration:**

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

**Date:**

**Place:** Surat **Komal Rahul Chaudhary**