

## **DIXSHA CHAUHAN**

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Tower-6, Flat No. 702, Vipul Lavanya Apartments, Sector 81, Gurugram, 122004

### **Career Objective**

Human Resources Executive with 2+ years of experience, fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives and to work in an organization that will provide a forum for both individual growth and a challenging work environment that would help foster my management skills.

### **Highlights**

- Worked as a HR Executive and ICRE.
- Worked upon:
  - Recruitment.
  - New employee orientation.
  - Head Hunting.
  - Mass Mailing.
  - Concern Handling.
  - Process Quality.
  - MIS Monthly Reports.
  - Crusade Calculator.
- Knowledge of Digital Marketing.
- Knowledge of portal like Naukri, Shine, etc.

### **Experience**

#### **HR Executive**

HG Consultants, Gurgaon (Oct 2018 – present)

- Managing complete recruitment life cycle for various organizations.
- New employee orientation.
- Hiring employee for native organization.
- Posting jobs advertisements on portals (Naukri, Shine, etc).

- Maintaining candidates CV in databank for further use.
- Building the database through various sources.
- Head Hunting.
- Mass Mailing

### **ICRE in Service Department**

Sant Autozone Pvt. Ltd., Kangra, HP (January 2016 to August 2017)

- Customer Concern Handling.
- Process Quality, Repair Quality survey.
- Post Service Feedback from Customer.
- MIS Monthly Reports.
- Crusade Calculator.
- Used DMS

### **Projects**

- **Recruitment & Selection**
  - Organization: **Swaraj Engines limited**
  - Designation : HR Trainee
  - Description: Study the recruitment and selection process used in organization for employees.
- **Performance Appraisal**
  - Organization: **Bharat Sanchar Nigam Ltd. (BSNL)**
  - Designation : HR Trainee
  - Description: Study the various employees attitude towards the appraisal system used in an organization.

### **Academic Qualification**

Year	Course	University	Result
2015	MBA(HR)	Govt. Degree college Dharamshala, HPTU	74.37%
2013	B.COM	HPU	67.35%
2010	XII	HPBOSE	64%

2008	X	HPBOSE	77%
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#### **Skill set**

- PG diploma in computer application(PGDCA) from Society for Information Technology Development - Himachal Pradesh
- Computer Teachers Training Course(CTTC) from SITD – Himachal Pradesh

#### **STRENGTHS**

- Good co-ordination skills
- Ability to motivate people
- Enthusiastic and committed to maintain quality and efficiency.
- Positive Attitude
- Adaptability
- Good Organizing Skills.
- Good Listener and Good Team Player.

#### **PERSONAL DETAILS**

Full Name : Dixsha Chauhan  
 DATE OF BIRTH : 03-05-1992  
 Sex : Female  
 Marital Status : Married  
 Languages Known : English, Hindi

#### **DECLARATION**

I certify that all the information provided by me in this application is correct and complete to the best of my knowledge.

PLACE: - Gurugram

DATE :-

(DIXSHA CHAUHAN)