

Shraddha Chillal

Mail: smchillal@gmail.com

Call: 8412092038

Location: Katraj, Pune, Maharashtra

Education:			
Degree	School / College	Marks	Year
MBA (HR)	Trinity Institute of Management and Research, Pune	8.63 CGPA	2022
Diploma in Counselling	Asha: The hope, Bangalore	76.00%	2022
BA (Psychology)	Garware College of Science and Arts, Pune	62.40%	2019
Class XII	Sarhad School and Jr. College, Pune	56.06%	2016
Class X	Huzurpaga high school and jr. college, Pune	78.80%	2014

Experience:			
Company	Position	Description	Year
COEPD	HR Executive	<ul style="list-style-type: none">Looking overall onboarding process of candidatesScreening candidates based on their skills, education, experience and communication skillsCoordinate with marketing team and placement team till recruitmentAttendance monitoring of candidates, check their payment status and issuing bonusMaintaining data sheets and taking follow-ups with candidates and solve their queries	Nov22 – Feb 23
Insplore consultancy pvt. Ltd.	Intern	<ul style="list-style-type: none">Working with 60-70 students in various institutes, sharing ideas, some group discussion about current scenariosCall various customers, give a brief about investment options, and tell convince them to investWorking on payments and salary slips of different types of employees	Sep20 – Nov20
Uma's Kitchen	Start-up	<ul style="list-style-type: none">I have started my cloud kitchen during pandemic and delivered around 80+ orders.Track, maintain and handle all activities while handling kitchenChecking Inventory and stocks, Making and prepare orders and dispatch it and track their ordersHandling clients and fulfil their needs and take reviews	May20 – Dec22

Skills:	
Skills	Technical skills
Time Management	Power point presentation
Quick learner Customer	Microsoft Excel
Customer handling	Microsoft Word
Data Management	Lead square software
Leadership Quality	