# Megha Chand

## meghachand020@gmail.com Phone: 7030600517

## Objective

Seeking a challenging position, utilizing my abilities developed through my experience and education with an opportunity for career growth based on my merit and to promote the growth of the organization

## Professional Qualification

MBA in Human Resources Management Specialization from JSPM’s Kautilya Institute of Management and Research Pune.

## Profile

* More than 4 years of experience in HR and Recruitment.
* Worked as HR Executive in Suntel Global Data Processing (Pune).
* Adept in analyzing HR Processes, evaluating end-user requirements and managing End to End recruitment process.
* Strong communication, collaboration & team building skills with proficiency at grasping new concepts quickly and utilize the same in a productive manner.
* A team-player.

## Skill Set

Operating Systems : Windows XP/7.

Application : Office 2003, 2007. MS-Word, MS-Excel

and Power point.

Tools : DTP and Tally ERP 9

#### Area of Expertise

1. Managing Recruitment process.
2. Management and Reporting.
3. Vendor management for Recruitment.
4. Documentation.

## Educational Qualifications:-

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| --- | --- | --- | --- |
| **Qualification** | **Branch/ Discipline** | **University/ Board** | **Year of Passing** |
| MBA  (HRM) | KIMR | Pune University | 2011-2013 |
| B.COM | Business Administration | Pune University | 2011 |
| HSC | Commerce | CBSE Board | 2008 |
| SSC | --------- | CBSE Board | 2006 |

## Work Experience:-

**Company: - Suntel Global Data processing**

**Designation: - HR from 23rd September 2019 till 6th January 2020**.

**Roles and Responsibility:**

1. Recruitment and Selection
2. Payroll
3. Joining Formalities
4. Maintaining Personal files
5. Issuing Offer Letter and Appointment Letter.
6. Administrative Work.
7. Attendance
8. Bank Related Documentation Work.
9. Leave Management.

10. Induction

11. Exit Interview.

12. Performance Management

13. Employee Engagement Activities.

14. Handling Petty Cash

15. Maintaining Data and Bills for Petty Cash Expenses.

16. Handling Employee Queries.

## **Company: - Tasterina**

## **Roles and Responsibility:-**

## Handling Front Office

## Taking Orders (both Walk-in and Home Delivery)

## Handling Accounts (Petty Cash and Salary)

## 

**Company: Oxford Group**

**Designation: Working as HR Executive from 10th April 2017 till 30th April 2019.**

**Roles and Responsibility:**

1. Recruitment and Selection

1. Payroll
2. Joining Formalities
3. Maintaining Personal files
4. Issuing Offer Letter and Appointment Letter.
5. Administrative Work.
6. Attendance
7. Bank Related Documentation Work.
8. Leave Management.

10. Induction.

11. Exit Interview

 12. Performance Management.

**Company:** A.S. Foundation

**Designation:** Worked as Manager /Counselor/ Admin/ Accounts from 4th Feb 2016 till 31st March 2017.

**Roles and Responsibility:**

1. Counseling
2. Payroll
3. Joining Formalities
4. Maintaining Personal files
5. Administrative Work.
6. Franchise Handling.
7. Handling Petty Cash
8. Maintaining Bills for Petty Cash Expenses.

9. Maintaining Expenses Voucher (Books) and Bills for Expenses and Sales (Books and Courses (online course and Pen drives etc.).

10. Handling Student Queries. (Solving walk-in queries and through calls)

11. Vendor Management.

12. Sending Expenses Voucher/ Bills to CA,

**Company:** Samrudhha Jeevan Multi Sate Multi-Purpose Corporate Society Ltd

**Designation:** HR Recruiter from 10th May 2015 till 30th November 2015

**Roles and Responsibility:**

1. Recruitment and Selection
2. Screening & calling Candidates Using Job Portals like Naukri.com.
3. Interview scheduling & co-ordination with Company’s HR
4. Co-coordinating with Candidate
5. Arrange the drives as per company’s requirement.
6. To check first level communication.
7. Follow up with the candidate till their joining.
8. Maintaining Personal Files.

**Company: CPHR Services Pvt Ltd**

**Designation: HR Admin from 1st April 2014 till 1st May 2015.**

**Roles and Responsibility:**

1. Recruitment and Selection
2. Joining Formalities
3. Maintaining Personal files
4. Administrative Work.
5. Handlings walk in queries.
6. Worked as Front Office Executive.
7. Attending calls regarding Job Opening.
8. Payroll
9. Employee Engagement Activities.

10. Handling Petty Cash

11. Maintaining Data and Bills for Petty Cash Expenses.

## Project Work: -

**Company:** Aegis Pvt ltd

**Project Title:** Recruitment and Selection.

## Extra–Curricular Activities

* Participated in ‘Employability Skills Seminar’ at JSPM’s KIMR Pune & Youth Festival, Annual Function & Sports event in Pune University.
* Participated in National Seminar on Managing Economic Turbulence through Strategic Flexibility’ at JSPM Institutes, Pune.
* Participated in state level Seminar on ‘Managing Through Strategies in Static Economy’ at JSPM
* Participated in Nirbhay Kanya Abhiyan.

Personal Detail

Date of Birth : 2nd June 1989

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Dhanori Pune – 411015

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Declaration

The above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Megha Chand**