



Mr. Rajat Kashyap



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Objective: - I Wish To Explore A Possibility Of Serving Organization. Seeking a Further Challenging, Dynamic And Professional And Environmental Which Let Me Contribute Substantially Towards Achieving Organization Goal Using My Past Experience. I Look Forward To Enriching My Experience In Your Company And Wish To Achieve Recognition Career Prospects.



About My Self: I Am Very Hard Working, Self-Motivated Optimistic With The Ability To Adjust As Per The Need. I Put My Effort To Meet The Target. I Enjoy Working As Part Of The Team And Have The Ability To Lead The Team To Success.



Experience

Team Leader (May-2022 to March-2023) Sheela Foam Limited (Sleepwell)

- ◆ Facilitate sales transactions by advising customers on suitable products that best meet their needs and encourage purchases.
- ◆ They explain product features and benefits to customers assist them in locating specified products on the sales floor, and process customer payments

H.R. Recruiter (Dec-2019 to May-2022) Computer Institute of Technology & Education Society (C.I.T.E.S.)

- ◆ Partnering with hiring managers to determine staffing needs.
- ◆ Screening resumes.
- ◆ Performing in-person and phone interviews with candidates.
- ◆ Administering appropriate company assessments.
- ◆ Performing reference and background checks.
- ◆ Making recommendations to company hiring managers.

Customer Service Representatives (C.S.R.) (Jan-2016 to Dec-2019) Upendra Foundation, Agra

- ◆ Used coordination and planning skills to achieve result according to schedule.

Data Entry Operator (Jan-2013 to Jan-2016) Upendra Foundation, Agra

- ◆ Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.



Certification

C.C.C. , A.D.C.A. , F.T.C.P. , Yoga & Meditation ,
Computer Networking , Organizational Behavior & H.R.M .



Skill's

- M.S. Word
- M.S. Excel
- Power Point
- H.T.M.L.
- Advance Excel
- Corel Draw
- Photo Shop
- P.D.F. Editing
- Video editing



Education

Master of Business Administration (M.B.A.)
(HR & P & O MGMT.) – 2019 to 2021
Swami Vivekanand University Shubharti.

Bachelor of Science (B.Sc.)
: 2015 to 2018
Chhatrapati Shahu Ji Maharaj University.

Higher Secondary School (12th)
: 2014 to 2015
Board of High School and Intermediate
Education Uttar Pradesh

Higher School (10th)
: 2012 to 2013
Board of High School and Intermediate
Education Uttar Pradesh



Hobbies

★ Gym ★ Song listening ★ Traveling