Kavita Chhetri

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Summary:
- Professional with total 5 years of experience, 2.5 years in BPO as a TSE (Technical Support Executive), 1.5 years as a Recruiter in Amritsar Placements and 11 months experience as Training and Placement Coordinator in Dream Tech Labs (IT Company).
- Good experience in handling teams of size 4-6 recruiters.
- Good experience in handling Full Life Cycle Recruitment, Team Handling & Client Interaction.
- Well Experienced in utilization of Internet Technology in Recruiting Technical Talent
- Extremely organized and capable of independently handling all aspects of Hiring & Placements.
- Schedule and coordinate interviews with Managers and candidates, maintaining relations with other consulting companies.
- A quick learner with exceptional organizational, interpersonal, communication and negotiation skills.
- Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, salary negotiations, and closing.
- Personable, easy going, creative, flexible, professional, can do attitude, and ability to work independently in a technically challenging, fast paced environment.

Education:
- Bachelor of Computer Applications (B.C.A) from Guru Nanak Dev. University.
- Master of Computer Applications (M.C.A.) from Punjab Technical University.

Professional Experience:

DreamTech Labs, Jalandhar   **May 2015 to April 2016**
Training and Placement Coordinator

Responsibilities:
- Responsible for handling training batches.
- Provide information of training courses to the candidates.
- Made new Clients.
- Responsible for recruitment of IT professionals.
- Screened, interviewed and recruited qualified candidates using job boards, referrals and internet searches.

Amritsar Placements, Amritsar   **July 2013 – Dec 2014**
Sr. Recruiter

Responsibilities:
- Responsible for full life cycle recruiting for information technology professionals.
- Screened, interviewed and recruited qualified candidates using job boards, referrals and internet searches.
- Successfully recruited Mid-level to Top-level positions.

Kochar InfoTech (BPO), Amritsar   **June 2011 - July 2013**
TSE (Technical Support Executive)

Responsibilities:
- Providing technical support to customer for internet connection on handset or on desktop.
- Troubleshoot the entire internet and device related problems.