

# Kanchan

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## EXPERIENCE

### Velik Technology Pvt. Ltd.

November 2019 - Till now

#### HR Executive

- Taking care of end to end recruitment of entry level to top level.
- Recruitment via Job portal, Referral & Campus Recruitment.
- Employee Engagement & Grievance handling.
- Helping in the smooth functioning of the company from HR Perspective.
- Client handling and coordinating.

### Tendernews.com

July 2018 - November 2019

#### HR Executive

- Taking care of end to end recruitment of entry level to top level of Mellcon Engineers & Other group companies.
- Recruitment via Job portal, Referral & Campus Recruitment.
- Taking care of Induction & On boarding of new joinee.
- Taking Care of Training & performance management of new joinee & help them to settle down & Achieving their set goal.
- Employee Engagement & Grievance handling.
- Helping in the smooth functioning of the company from HR Perspective.

### Talk On Net Pvt. Ltd.

August 2017 - June 2018

#### Telecaller

- Contacting potential or existing customers to inform them about a product or service using scripts.
- Answering questions about products or the company. Asking questions to understand customer requirements and close sales.

## EDUCATION

### NMIMS

Currently pursuing

#### MBA

### MDU

August 2014 - June 2017

#### BBA

## LANGUAGES

**English** (Efficient), **Hindi** (Efficient)

## CERTIFICATIONS

### Diploma in basic computer

April 2014 - June 2014

#### NIIT

## SKILLS

Employee relations  
Onboarding and exit formalities  
Teamwork and collaboration  
Perseverance and Motivation

## HOBBIES

Singing  
Dancing  
Acting

Listening music

## DECLARATION

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I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.