

Prerna Chauhan

IT Recruitment | Client Interaction | Product/E-commerce Companies

Noida, India

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Objective: To work in a challenging atmosphere which provides ample opportunities for learning and growth and hence develop effective skills.

Work Experience:



- Senior Member of Staffing Boffin June 2015-Till Date.
- Got promotion within 5 months of time span for an extraordinary performance.



- Member of Staffing Boffin Dec 2014-May 2015
- Hiring top talent for **IT product development companies, Consulting & Analytics.**
- Involved in **Client interaction with largest e-commerce companies like Quikr and OLA Cabs,** and many more.
- Thorough understanding of the importance of accurate plans, with a strong working knowledge of recruitment cycle.
- Superior ability to assemble talented teams and devise effective recruiting strategies and skills, coupled with strong negotiation and problem-solving skills.
- Working with **Startups & Big Giant Clients.**
- **Specialities: Headhunting, Executive search, Screening, Mapping**
- **Positions Handled:** SDE I/II/III, Technical architect, Engineering Manager, Product Manganer, Program Manager, Director of Engineering, CTO, Backend Developer, Frontend Developer, UI/UX designer, Director of Design, Android Developer, iOS Developer, DevOps, SDET/QA, PHP Developer etc.
- **Clients: Product Based/ E-commerce/ Mobile,Travel & financial domain**
- Involved in daily,quarterly MIS,vendor management,and background verification also.
- Possess excellent communications and interpersonal skills.



○ Associate Consultant

June 2013-Nov 2014.

- Involved in end to end recruitment process or cycle starting from Sourcing & Screening - Sourcing from the job portals & employee references.
- Short listing profiles and conducting preliminary eligibility checks (stability, attitude, academic & professional qualifications, experience, communication skills etc) .
- Scheduling the interview with Hiring managers, conducting telephonic & personal interviews for Analytic hiring.
- Coordinating with candidates throughout the interview process until they join.
- Performed Recruiting techniques such as vendor networking, job Portals, Internet search (Head hunting,passive searching etc).
- Ensure resume appropriately reflects experience and requirements.

Education:

School / Institute	Class/ Course	Board	Percentage
R.I.E.T	B.Tech (C.S)	UPTU	70%
Rockwood School	12 th	C.B.S.E	60%
Ryan International School	10 th	C.B.S.E	69%

Project Undertaken:

Company	HCL, Noida
Project Name	E-Druggist 4 U
Duration	2 months
Description	It was a project meant for the pharmaceutical based industries. It had several modules. Task assigned was creating tables in the database and designing pages for different modules.

Other Achievements:

- Participated in **10th National science Olympiad** and got **127 All India Rank**.
- Participated in **Anamika National essay Competition** and got participation certificate.
- Active participant in sports and cultural activities.
- Attended seminar for NSIC on the topic **“How to start your own business”**

Technical Skills:

- Microsoft Office
- Windows 7 , Ubuntu
- Networking
- Java
- HTML

Personal Traits:

- Ability to handle pressure
- Good Learner & Consistent Performer
- Team Work quality
- Hard Working
- Dedicated.

Interests:

- Dancing
- Listening to Music
- Drawing

Personal Information:

Fathers name :	Sh. Anand Pal Chauhan
Date of birth :	March 28, 1991
Gender/Martial status:	Female/Unmarried
Nationality :	Indian
Languages known:	English , Hindi

Declaration: I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place