

CHITRA BARWA

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CAREER OBJECTIVE

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

PROFILE SUMMARY

- An innovative and knowledgeable professional with more than 10 years of exposure in combination of academic field and industry.
- Having good knowledge and exposure in screening candidate profile and pre-screen for job qualifications.
- Good at recruitment process including job intake session, engage research as needed, manage candidate interview process and offer process.
- Ability to think strategically, execute effectively and deliver high quality work against a tight deadline.

PROFESSIONAL EXPERIENCE

ASPIRE WORLD IMMIGRATION CONSULTANCY SERVICES

APRIL' 19-Till Date

RECRUITMENT EXECUTIVE

- Sourcing and screening profiles on Job Portals, interview job applicants to pre-screen for job qualifications and obtain information regarding candidate work history, training, education or job skill.
- Inform applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions and promotion opportunities.
- Manage and maintain applicant's data tracking, contact management and job offer tracking in system.
- Outreach to candidates via email, text and phone calls to assess interest, screen, schedule interview.
- Review employment applications and requisitions to match applicants with job requirements.
- Helping Managers and seniors to do performance appraisal.
- Work with teams to understand current landscape and build strategies for future pipelines.

GREATMISSIONTEACHER'S TRAINING INSTITUTE

JULY'16–Feb'19

IT ASSISTANT

- Designing of lectures using development tools such that PowerPoint Presentation for students of Computer Science Courses such as Basic, CCA and O level courses.
- Online admission and registration of each student on NIELIT website of O level students.
- Maintaining student's records and data in the school database management software.
- Filling online form on SCERT website to provide scholarships to deserving and category students.
- Assisted teachers and administrators in solving wide range of technology troubleshooting problems.
- Installed, modified and facilitated the repair of desktop computer hardware and software systems.
- Carried out desktop publishing, designed programs for lectures created event posters for distribution and designed lecture.

COMPUTER INSTRUCTOR CUM ASSISTANT

- Delivering the lectures on Computer Courses along with computer applications by smart learning system.
- Designing of lectures using development tools such that PowerPoint Presentation, Comparing text graphics against the original.
- Spearheading efforts across developing, managing and monitoring the performance of multi skilled work force and ensuring smooth implementation of HR policies for manpower planning, recruitment, appointment, selection and development.
- Participate as admission counselor at the time of admissions for different trades.
- Entrusted with the task of maintaining data base of all employees, and preparation of various Forms.
- Manage the commercial accounts such as verification of attendance, leaves records and attendance regularization.
- Coordinating with Companies for organizing various activities for students like outside visits, seminars, team building activities, recreational activities
- Acting as one point contact for all administrative matters like time keeping and attendance, Hostel management, upkeep and repairs of company's assets, Projectors, Telephone lines, logistics and courier services, procurement, storage and issue of stationery and compensation of employees
- Maintain a flawless communication with the employees; ensure timely resolution of employee grievances and harmonious working environment at all levels.

NATIONAL HIGHWAYS AUTHORITY OF INDIA**May'09–November'11****EXECUTIVE ASSISTANT**

- Worked under the GM, DGM and Manager of HR/Admin Department of NHAI.
- Responsible for the input and maintenance of data on Excel for recruitment of General Managers and other senior officials of NHAI.
- Maintaining Database of candidates appeared, interviewed, selected.
- Drafting or formatting of all documents and filing of documents.
- Making of leave records of Senior Management and officials of NHAI.

TRAINING EXPERIENCE

MINISTRY OF TRANSPORT – TRANSPORT BHAWAN**January '07–May'07****SOFTWARE TRAINEE**

- Worked under the Project INDIAN SHIPPING STATISTICS, the most useful software in the Shipping Industry. The project automates the generation of Report for annual Publication of Manual of "Indian Shipping Statistics" by Transport Research Wing.
- The project generates reports on various types of Ships and give information accordingly
- Designed, Developed and implement the whole project for Transport Research Wing, a division of National Informatics Centre (NIC)
- Development & Coding using Visual Basic 6.0 and MS Access

ACADEMIC & PROFESSIONAL CREDENTIALS

- MBA (HRM) from Indira Gandhi National Open University
- Bachelor's Degree in Computer Engineering from IETE
- Three Years Diploma in Computer Engineering from Board of Technical Education
- Cleared All India Senior Secondary Examination from Sarvodaya Kanya Vidyalaya
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COMPUTER PROFICIENCY

- Certificate Course in DTP and Web Designing Programming Languages: Core Java, C, C++
 - Office Package: MS Word, MS Excel, MS Power Point, MS Access
 - Graphics Tools: Adobe Photoshop, Coral Draw, Adobe InDesign, Page-Maker
 - Typing Speed: English (40-45 wpm)
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Personal profile:

Date of Birth:	18 th September 1986
Marital Status:	Single
Languages Known:	Hindi & English
Nationality:	Indian

Declaration:

I, hereby declare that all the information provided in this resume is true and honest to best of my knowledge.

Date:

Signature:

Place:

(Chitra Barwa)