

Isha Chadha

Delhi, Delhi

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Intend to work in the challenging environment in order to enhance my skills and contribute meaning towards the growth of the organization.

Work Experience

Team Leader Talent Acquisition

HKB Group

May 2018 to Present

Logistic, Healthcare, FMCG etc. Positions like: Planning Engineer, Operation Manager, Java Developer, Java Lead, Area Sales Manager, Sales officer, Sr. Ex. Training, Regional Marketing Manager etc.)

Job Description:

Screening, shortlisting, taking telephonic interviews, regular follow up with the candidates, Maintaining MIS etc.)

Team Leader Talent Acquisition with a Consulting firm

Accord Manpower Services - Delhi, Delhi

March 2014 to December 2017

FMCG, Furniture, E Commerce etc. Positions like: Store Manager, Store Officer, Plant Head, Finance Manager, Customer Support, Area Sales Manager, Regional Sales Manager etc.

Job Description:

Screening, shortlisting, taking telephonic interviews, regular follow up with the candidates, Maintaining MIS etc.)

Senior Consultant with a Consulting firm

Saplins HR - Delhi, Delhi

June 2012 to February 2014

BFSI: Positions like Area Sales Manager, Regional Sales Manager etc.)

Job Description:

Screening, shortlisting, taking telephonic interviews, regular follow up with the candidates, Maintaining MIS etc.)

Senior Recruitment Executive with a Consulting firm

"Dream Jobs Services Pvt. Ltd - Delhi, Delhi

October 2008 to May 2012

Education, Interior firms etc.: Faculty, Admin, Interior Designer, Architect etc.)

Job Description:

Screening, shortlisting, taking telephonic interviews, regular follow up with the candidates, Maintaining MIS etc.)

Team Member

MIS with a Consulting firm "Unitell Outsourcing Personnel Services" - Delhi, Delhi

September 2007 to September 2008

Worked as an Office Co-Coordinator with a consulting firm "Straight Hires", New Delhi, during the training session of College for two months.

Job Responsibilities

- Analyzing the Resumes, short listing them & searching on portal for the suitable candidates.
- Conducting telephonic interviews & providing Trainings.

Education

B.Com

ii. Sr. Secondary

Skills / IT Skills

- Sourcing, Screening