

## RESUME



**PRAVEEN CHANDRA**

**Uttrakhand-263659**

**Contact – 9711838439, 9891681540.**

**Email - [praveenchandra1995@gmail.com](mailto:praveenchandra1995@gmail.com)**

**District–Almora**

### **CAREER OBJECTIVE**

To be a part of an organization where I can grow in terms of knowledge, skills and attitude and put to an effective use of my abilities and professional competence in the organization so as to align organizational development with self-development. Work with the company and mould it with innovative ideas and positive attitude.

### **PROFESSIONAL EXPERIENCE**

**HueCanvas Consulting pvt. Ltd. – Noida**

**(26th Dec.2018. To**

**30th April 2019 )**

**HR Recruiter ( IT & Non it recruiter)**

#### **Role and Responsibility's:**

- Source and screen resumes, conduct phone interviews, update candidates on the recruitment.
- Screening the candidate's technical and communication skills prior to client submission.
- Taking care of end-to-end recruitment life cycle from sourcing till on-boarding.Maintaining candidate tracker and conducting regular follow-up on requirements status and resume submissions.
- Experienced in providing right matches through extensive searches. Good experience of working on portals like Monster, Times Jobs. Naukri, Shine, Quiker, Etc
- Scheduling interviews, briefing and debriefing candidates before and after interview.

**Itspossible Nutraceutical Ltd. -Kashipur (Uttrakhand)**

**September 2019 to December 2019**

**Store Incharge (Retail).**

#### **Role and Responsibility:**

- **Heandling store and managing stock on daily basis.**
- **Handle safely and delicately the items and products in a store.**
- **Displaying products in an easy-to-locate manner.**
- **Counting products day to day.**
- **Generate invoices from the company software and Handling cash.**
- **Withdraw cash on company account and email the receipt to the accounts department.**
- **Showing the products to the customers.**
- **Email the daily billing report to the accounts department.**

### **EDUCATION QUALIFICATION**

Completed Graduation (B.A) from Delhi University (2016).
Passed out 12 <sup>th</sup> from Uttrakhand Board (2012).
Passed out 10 <sup>th</sup> from Uttrakhand Board (2010).

#### **COMPUTER SKILLS**

Microsoft Office  
Internet Applications

#### **PERSONAL STRENGTH**

Sincere & Dedicated.  
Practical, Positive.  
Quick Learner & a good team player.

#### **INTEREST**

Interact with different kind of people  
Listening to Music

#### **PERSONAL DETAILS**

Father's Name - Prayag Dutt  
Date of Birth - 2<sup>nd</sup> May 1995  
Language Known - English Hindi and Kumaoni

I do hereby declare that all the information provided above is true to the best of my knowledge and belief

DATE:

PLACE:

(Praveen Chandra)