

# SMITH RANJAN CHOUHAN

AT- CHATTRANG, JAMAPADA

PO- JURABANDH

PS- BANGOMUNDA

DIST- BALANGIR, ODISHA, 767040

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## CARRIER OBJECTIVE

Seeking a responsible and challenging position to utilize my skill and abilities for the best of organizational and professional growth while being resourceful, innovative and flexible in a creative environment.

## EDUCATIONAL QUALIFICATION

| Course             | School college /                            | Board University /    | Percentage | Years of passing |
|--------------------|---|-----------------------|------------|------------------|
| Matriculation      | Oriental Public School                      | NIOS                  | 61 %       | 2010             |
| HSC                | Raghuvendra College                         | NIOS                  | 60%        | 2013             |
| Graduation / B.com | Dhanraj Jain Baid college                   | University of Madrash | 75 %       | 2017             |
| MBA (HR)           | Pydah College Of Engineering and Technology | JNTU (K)              | 62 %       | 2021             |



## **COMPUTER EDUCATIONAL**

- PGDCA

## **STRENGTH:**

- Self confident & self motivated
- Goal oriented
- Ability in developing good and congenial relationship with follow colleagues and administration.
- Punctuality
- Team Leader
- Ability to work under pressure
- Fast learner

## **WORK EXPERIANCE:**

### **CAREER IN SERVICES**

DESIGNATION - Recruitment Executive

DURATION - 05 January - 06 October 2017

JD - Resume Sourcing, Candidate Shortlisting according to JD, Job posting on various online job portals, Following candidates for the job posts.

### **ZENSAR TECHNOLOGIES**

DESIGNATION - BACK OFFICE EXECUTIVE

DURATION - 07 November 2017 - 08 November 2018

JD - Providing customer resolution via email chat process, maintaining record of the arises issues related to the product, handling customer issues after sales of the product.

### **KENEXA TECHNOLOGIES**

DESIGNATION - Training Coordinator

DURATION - 03 August 2019 to 04 July 2021

JD - Mapping out training programs and schedules, Designing and developing training programs, (Outsource or In - house) training for Corporate, Choosing appropriate training



methods eg - Virtual, Simulated, on job training, professional development classes, availing proper training equipments for training program, coordinating with the assigned trainer, proper allocation of place assigned for the training programme and recording real time traing observation.

### **PERSONAL PROFILE:**

Date of Birth : 09th July 1993  
Gender : Male  
Nationality : Indian  
Religion : Christian  
Marital Status : Unmarried  
Blood Group : O +ve  
Language Known : Odia, Hindi & English, Telugu

### **HOBBIES**

- ❖ Singing
- ❖ Exploring new places
- ❖ Trekking
- ❖ Playing Cricket
- ❖ Playing Guitar

### **DECLARATION**

I do hereby declare that all the above statements herein are true to be best of my knowledge and belief.

Place:

Date : (Smith Ranjan Chouhan )



