

RASHMI SINGH CHOUHAN

Admin, Secretarial & HR Professional

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Delhi



EXPERIENCE

Executive Assistant

SIGNATURE GLOBAL PVT LTD

July 2016 - ongoing Delhi

Signature Global Group, a 21st century real estate and infrastructure development company.

- Performing administrative duties for executive management.
- Responsibilities include screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; training and supervising other support staff; and customer relations.

HR Executive

ASSOCIATION OF RADIO OPERATORS FOR INDIA (AROI)

Mar 2014 - June 2016 Delhi

AROI official association of private commercial radio stations in India.

- Talent Acquisition: -
Managing the complete recruitment life-cycle and fulfill the client needs by sourcing quality profiles through internal database, networking, head hunting & job portals etc.
Screening and segregating the profile to suit the client requirements.
Conducting preliminary telephone interviews and technical interviews to evaluate potential candidates and scheduling the interview of short listed candidates with the Hiring Manager.
Informing applicants about job duties and responsibilities, compensation and benefits, work schedules and working conditions, company policies, promotional & opportunities.
Updating the database of all the recruited candidates and providing monthly report. Follow-up with candidates on selection/payments and negotiating salary.

SALES Executive

EARTH INFRASTRUCTURE PVT LTD

Jan 2012 - Feb 2014 Delhi

Designing and implementing of sales strategies for targeted revenue. Following up the sales proposals and deliver monthly precise and up to date sales reports.

New lead generation for creating pipeline of prospective customers.

Generating Leads and dealing with existing customers.

Developing new opportunities and achieving targets.

Schedule and contact weekly sales meetings

Establishing, expanding and maintaining customer base.

Developing sales strategies and setting targets.

Compiling and analysing sales figures.

Market research and reporting to top Management.

EDUCATION

Bachelor of Commerce

Emperial Institute of Management Science and Research (EIMSR)

Apr 2009 - Apr 2012 Delhi

LANGUAGES

English

Native



Hindi

Native



Gujrati

Intermediate



SKILLS

Hard-working, Persuasive, Motivator & Leader, Creative, Dependable, MS Office, Communication skills, Team player, Problem solver & Willing to learn



PASSIONS



Fashion Blogging



Travelling