

Curriculum vitae

PERSONAL INFORMATION

PRIYANKA CHAUHAN

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Sex Female | Date of birth 27 Jan 1989 | Nationality Indian

JOB APPLIED FOR

HR Associate, HR Executive, Administration

WORK EXPERIENCE

28/09/2015–03/12/2015

HR Intern

Bharti Airtel Ltd, Gurgaon (India)

28-SEPT-15 TO 3-DEC-15

HR intern at BHARTI AIRTEL LIMITED (GURGAON)

-Screening

-Sourcing

-Recruitment

-Telephonic Interview

-Data Analysis

-Tracker Handling

-Contacting with the HR of the companies and Handling empanelment (tie up) with the companies

-Getting vacancies detail from clients and fulfilling the requirements

-Building good relations with clients, job seekers and relevant institutions and organizations.

-Interviewing and testing job seekers, Matching candidates to jobs to build a pool of potential applicants and screening and shortlisting candidates.

-Handling end to end recruitment cycle, Meeting targets, Keeping records and negotiating fees.

-Planning strategies for business expansion, Brand Promotion.

-Handling administrative work.

01-MAR-12 TO 02-APR-13

(Trainee)

Share khan brokerage, New Delhi (India)

- Handled trading Details

- DEMAT Account Details

-Stock Exchange Information

-Report On All Accounts

EDUCATION AND TRAINING

12/08/2008–26/09/2011 Bachelor of Business Administration

Jamia Hamdard University, New Delhi (India)

BUSINESS POLICY, LAW, MATHEMATICS, STATISTICS, COMMUNICATION.

19/11/2012–27/02/2014 Master of Business Administration
 Sikkim Manipal University, New Delhi (India)
 SPECIALISATION IN HUMAN RESOURCE MANAGEMENT.

PERSONAL SKILLS

Mother tongue(s) Hindi

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C2
DIME Diploma (diploma in Management and Technology).					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

Communication skills -

- ☐ Excellent written and verbal communication skills.
- ☐ Confident, articulate, and professional speaking abilities
- ☐ Empathic listener and persuasive speaker.
- ☐ Writing creative or factual.
- ☐ Speaking in public, to groups, or via electronic media.
- ☐ Excellent presentation and negotiation skills.

Organisational / managerial skills

Forecasts/predicts, identifies and gathers appropriate resources, thoroughly researches background information, develops strategies, thinks critically to solve problems, handles details, coordinates and completes tasks, manages projects effectively, meets deadlines, plans and arranges activities, multitask, creates plans.

Job-related skills

Job-related skills Reporting Skills, Administrative Writing Skills, Research Skills, Verbal Communication, Orienting Employees, Classifying Employees, Employment Law, Organization, Confidentiality, Time -Management, Analyzing Information.

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Basic user	Independent user

Digital competences - Self-assessment grid

ADDITIONAL INFORMATION

Certifications DIMT Diploma (diploma in Management and Technology).

Presentations Presentation On COCA COLA Company in 2012.
Presentation on Human Behaviour About Group Orientation Task.
Presentation on Slides About Business Communication.

Courses Globalization Management , International Business and French Skills

Seminars SEBI and FICCI

Honours and awards Got First Rank in College Debate and Dance

References Available On Request