**RESUME**

**Sagar Singh Chandel**

**Mobile:** 8010307375, 8920434797

**Email:** sagarsingh61096@gmail.com

**Address:** Sector-20, Rohini, Delhi-86

**Objective:**

IT Recruitment (HR) & IT Sales Executive with 2.6+ Years experience. Currently looking for better opportunity to work as a active member in a challenging & creative environment where my interpersonal and technical skills are fully utilized to pursue a challenging and rewarding career and contribute towards Organizational goal.

**Technical Qualification**

**Degree/ Course Institution Year of Passing Percentage**

Medical Electronics CRRIT, kanjhawala 2011- 2014 60%

(Polytechnic Diploma )

Computer Applications CIIT, Rohini Delhi 2014 64%

(Diploma)

Automation Technology Futuronix Automation 2017 \*\*\*\*\*

(Industrial Automation) (Diploma)

**Educational Qualification**

**Class Board Year Result**

10th CBSE 2010 74%

12th (PCM) NIOS 2016 Passed

B.A (H) Pol Science Delhi University 2019 Passed

**MBA (Marketing) Symbiosis (SCDL) \*\*\*\* Pursuing**

**Personal Qualities:**   
- Pleasant personality  
- Effective communication skills  
- Genuine interest in social work and people welfare  
- Ability to understand the problems and solve them

**Employment History**:

**IT Recruitment (HR), Ingenious Recruitment services :**

**August, 2019 to Till Date :**

Currently working with Ingenious recruitment services.  Its focus on Recruitment Services. Ingenious Consultants has evolved into a leading recruitment services company with a commitment to provide people and people-related services. We work with Top Multinational and National companies mostly with IT companies ( Delhi/NCR, Noida, Gurgaon, Bangalore, Mumbai) . Search applicants through mechanisms such as online job portal . We source candidate from India’s No.1 Job Portal with Premium features. Sharing candidates profile with company for shortlisting process according to companies requirements and JD, We follow Candidate’s from sourcing to Till Joining. Schedule candidates for interviews with companies with Face to face mode, Telephonic interview, Zoom Interview, skype interview. Review, screen and select candidates, salary negotiations with candidates, Sharing Candidate’s Availability with company for interview. Updating interviews status in tracker, Manage excel sheets, ETC.

**Currently working with MNC clients**: EXL services, Teleperformance, Comviva, Max india Group (Max Healthcare, Max Realstate, Antara, Max insurance), Encore capital Group, Midland credit management, Cvent , CPA global, Bureau Veritas, Metlife. IDFC first Bank, British counsil, DB corps & More.

**Previous: Sales Executive, Dell Laptops, (March 2017 to February 2019)**

Worked as a Sales Executive with Dell Laptops, Desktops, All-in-One PC’s with i3,i5, i7, dual core processors. Present demo about product Features, Configuration, processor, windows, RAM, Hard Disk, Graphics, display, I/O ports, Battery Life, What’s New Technology in Laptop, Provide best product according to Customer use and Budget, Install Microsoft windows, MS Office softwares, PC accessories, Laptop Adapter, Battery, Compact speakers, software services, troubleshooting, Software installations, Product Billing, collection of payments, stock reporting.

**Computer Skills**

Win7,Win8,Win10, Outlook, Troubleshooting, Configure Wifi router, MS-Excel, MS-PowerPoint, MS-word, Browsing-Surfing, E-mailing, Installing software’s, Connecting I/O Devices, Social networking etc.

**Strengths**  
- Fast learner, Hard worker, Self motivator, Good team player and understand team dynamics, Intellectual thinking, Reliable, Very punctual, good time management skills, logical & analytical thinking, hard working and cooperative, problem solving abilities.

**Personal Qualities:**   
- Pleasant personality  
- Effective communication skills  
- Genuine interest in social work and people welfare  
- Ability to understand the problems and solve them

**Achievements :**

1st in yoga competition with certificate (Delhi school sports and Activities board, Zone- 12, North west-B, Directorate of education, Delhi)

1st position on Republic day with certificate (Cultural Activity)

Drawing Certificate (Drawing competition)

**Personal Details:**

Date of Birth : 06 October, 1996

Father’s Name : Sh. Paras Ram Chandel

Permanent Address : Rohini Sector-20, New Delhi-110086

Language Known : Hindi, English

Nationality : Indian

Religion : Hindu

Hobbies : Touring, Travelling, Reading, Listening music, Surfing

Other **:** Driving License, Bike, Laptop, Smartphone & All documents

**Declaration:**

I hereby declare that, all the given information is correct to the best of my knowledge.

**Place: New Delhi**

**Date :**  Sagar Singh Chandel