**Komal Chauhan**

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| **Residence : C-1/33 A, Nangli Vihar Extn., Near Baprolla, New Delhi 110043 – INDIA** | |  | |
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# CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me to achieve a personal as well as organizational goals, i.e. responsible and challenging position in the Organization where my knowledge and experience can be Shared and enriched.

# SNAPSHOT

* One Year of experience into complete recruitment life cycle with sound expertise in Permanent Staffing.
* Expertise in Recruitment,Resourcing and staffing solutions with exposure in IT/Non IT requirements.
* Well-Versed with end-to-end recruitment process.
* Hands on experience in Recruitment, Sourcing, Interviewing, Pre-screening Processes, Negotiations and ensuring delivery of effective recruitment strategies within self-directed, multi-tasking environment.

* Good experience in sourcing profiles using mix of channels like Job portals i.e; Naukri.com,monster,Times job, professional networking and personal references.
* Managing the database, client trackers on daily and weekly basis
* Good Communication skills. Quick in understanding the intricacies involved in domain, process, Software tools.

# QUALIFICATION

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| **Qualification** | **Board/University** | **Year of passing** |
| X Class | C.B.S.E Board | 2014 |
| XII Class | C.B.S.E Board | 2016 |
| B.Com Prog. | Delhi University | 2019 |
| Pursuing MBA Finance | NMIMS | 2022 |

# WORK EXPERIENCE

A year of core experience into recruitment,supporting both IT/Non IT recruitment.

* **ANRI SOLUTIONS PVT. LTD**
* `Duration: From June 2019– present
* Designation: HR Executive

**Roles and Responsibility:**

1. Involved in end to end recruitment process such as candidate sourcing,screening,qualifying skills,fixing interview-scheduling and closing.
2. Working with big4’s.
3. Sourcing candidates through various channels like Naukri,Monster,Times job.
4. Understanding the client’s requirement,processing the requirement within a stipulated time frame,thus converting client’s requirements into revenues.
5. Co-ordination of the interview as per the candidates and client’s availability.
6. Follow-up with prospective candidates until they complete all the rounds of the interview and receive the offer letters.
7. Creating and posting various job requirementsin job portals.
8. Maintaing a database of all professional candidates in MS-Excel and MS-Word.
9. Coordination with candidates for all kinds of interview levels till the offer is generated.
10. Handling team in Team Lead’s Absence.

# Technologies Worked:

Full stack developer,front-end & Back-end Developer,ERP tools,SAP Modules (FI/CO,HCI,HCM,BPC,ABAP,HANA,BI/BW),UI/BI Developer,Third party risk management,cyber transformation,data loss prevention,US Individual taxation,Statuatory audit,Internal audit.

# SKILL SET

Microsoft Word,Microsoft Excel,Microsft Outlook, Well Conversant with Internet such as E-mails and web Browsing.

# Areas of Interest

* Interacting with new people.
* Like internet surfing.

# PERSONAL DETAILS

* Father’s Name: Gajender Singh Chauhan
* Date of Birth: 11/10/1998
* Languages: English, Hindi
* Nationality: Indian