MEGHNA CHAVAN

**Phone- 091368 42736 Email id- meghnac898@gmail.com**

CAREER OBJECTIVE

“To have a successful career and strive for professional excellence, which allows me to carve a unique place in the industry, providing ample opportunities for learning and growth.”

**SUMMARY OF QUALIFICATIONS**

Young, energetic and result oriented professional with a multi-faceted experience in **a HR Recruitment, Trainer, Admin & MIS Profile.**

“Currently handling Recruitment and MIS for Travel Industry”.

**EDUCATIONAL QUALIFICATIONS**

* T.Y.B.Com from Maharashtra Board in year 2009.
* H.S.C passed from Maharashtra Board in year 2006.
* S.S.C passed from Maharashtra Board in year 2004.

**ADDITIONAL QUALIFICATIONS**

* MS-Office.
* MS-excel.
* Basic computer knowledge.

**EMPLOYMENT HISTORY**

1. **YATRA.COM**

**CHANNEL DEVELOPMENT EXECUTIVE - YHA**

**(September 2015 – March 2018)**

**RECRUITMENT:**

* Assist in driving marketing campaigns to recruit freelance holiday sellers for Yatra.com.
* Call, Screen & Invite prospects for a Business presentation ( BOP)
* Screen and register the shortlisted prospects for the 2 day training program.
* Schedule and Co-ordinate with Training Managers and Applicants during the Training Session.

**OPERATIONS:**

* Handling MIS of different Reports and files such as Stock Report, Vendor Bills Reports, BOP File, Application file, Executive Tracker File etc.
* Update appointment calendar and schedule appointment for the sales meet.
* Welcoming and greeting the prospects when there is sales meet.
* Booking Conference room for applicants for training and sales meet.
* Handling Vendor Management and Stock Management.
* Creating Official ID’s for the YHA’s.
* Updating and Coordinating with the Senior Management and Managers through mail.
* Make corrections/ do self audit/ data updation.
* Maintaining EOD Reports.
* Performance Management.

1. **RightMatch HR Services Pvt Ltd.**

**Client Delivery Manager**

**(June 2010 - December 2014)**

**RECRUITMENT:**

* Managing recruitment's for Senior & Middle-Management in the Finance & Retail Sector.
* Handled end to end recruitment process right from scanning the talent pool to joining of the selected candidate.
* Facilitating the sourcing and filtering of profiles through the appropriate sourcing channels.
* Carrying out Job Posting and Referencing for respective mandates.
* Screening applicant resumes based on Resource Requisition (experience, education, skills, etc.) guide lines.
* Conducting Preliminary round of interviews.
* Discussing salary, generation of offer and finalization of joining date with candidates.
* Ensuring client and candidate coordination.
* Preparing Interview Schedules.
* Following up with hired candidates till their date of joining.
* Assisting Client manager in conducting the interviews.

**DATABASE MANAGEMENT:**

* Preparing and maintaining database of candidates.
* Making Excel Tracker.
* Updating daily records for clients.

1. **Cambay Family Holidays**

( NEESA LEISURE GROUP , ISO 9001: 2000 Certified Company )

**Holidays Consultant**

**(June 2009 - November 2009)**

**Role & Responsibilities:**

1. looking after the Venue sales
2. Making Coordination with sales and tele-marketing team.
3. Maintaining daily, weekly and monthly reports.
4. Assisted Clients in their holiday’s plans.
5. Guided with best hotels and resorts as per the standards required.
6. Arranged Trips for the clients globally with the help of Holiday Exchange
7. Brands like RCI (Resort condominium international)
8. Organized and Maintained the Clients Filing System and Paper Works.

**PERSONAL PROFILE:**

* Fathers Name Mr Pramod Chavan
* Date of Birth 15th November, 1987
* Marital Status/Gender Single/Female.
* Nationality Indian.
* Interests Music.
* Language known English, Hindi and Marathi.
* Present Address 705/ Ramjharokha, Plot No. 116, Sector No. 2,

Charkop, Kandivali (W),

Mumbai-400 067.

PLACE: MUMBAI.

DATE: **(MEGHNA CHAVAN)**