**RESUME**

VERSHA CHHABRA

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**Career Objective:**

To work for the organizational goal and work with the best of my knowledge, ability and creativity.

**Work Experience:**

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| **Karvy Digikonnect pvt Ltd (Mar 2018 to Present)**  **Role: BHR**   * Offering counseling services to employees. * Participating in recruitment and firing processes. * Performing employee background checks and verifying information. * Communicating policies pertaining to Human Resources, compensation and benefits. * Conducting exit interviews. * Collecting and analyzing employee data. * Using data to create employee profiles. * Organizing and updating employee files. * Adhering to regulatory standards. * Overseeing employee orientation and training. * Liaising between employees and management. * Managing employee complaints. * Undertaking communications and interpersonal skills training.   **MYCH Business Solutions Pvt. Ltd ( Jan 2016 to Dec 2016)**  **Role: Content Writer**  • Manage content writing and editing of web copy • Create fresh and exclusive content for the Karma website • Publish written articles on websites • Update production workflow system • Verify final copy before uploading • Revise content according to customer feedback  **I energizer (Samsung Process)**  **Role: Technical Support**  **Duration: July 2014** **– Dec 2015.**   * Deliver service and support to end-users using and operating automated call distribution phone software, via remote connection or over the Internet; * Interact with customers to provide and process * Follow up and make scheduled call backs to customers where necessary; * Stay current with system information, changes and updates   **Pantel Technologies Pvt. Ltd** (June 2013 to June 2014 **)**  **Role: Technical Support Engineer**  **Duration: June 2013** **– June 2014.**   * Supporting customers using remote access technologies, by Calling and by visiting client sites. * Testing of android application & T-pad hardware. * Diagnosis of T-PAD, android application, and Internet related issues in T-PAD’S * Application and O.S. Installation for Tablet PC. * Android software & Third party application Installation and Operation * Maintenance and troubleshooting for Tablet PC, Android mobile. |

**Education Qualification**:

* BCA from Institute of Technology and science, GZB with 64%.
* 12th from C.B.S.E.
* 10th from C.B.S.E.
* Pursuing MBA from IMT, GZB

**Additional Qualifications/ Certifications:**

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| * Certificate Level Dot.Net course from H.C.L. |

**Technical Skills:**

* MS Access, MS Office , MS Excel , MS Power Point
* Windows XP, Windows 7
* SMO , SEO
* Outlook Express.
* Video Editing tools

**Personal Information:**

Father’s Name : Mr. K.B Chhabra

Date Of Birth : November 22, 1991

Hobbies : Internet surfing, Dancing, Acting

Linguistic Ability : English and Hindi

**Skills/Strengths**

* Experience of working in groups has increased my capability of team work.
* Good qualitative aptitude along with excellent grasping power and eagerness to learn.
* Proficiency in communication skill.
* Self-motivation and a passion to succeed.

I hereby declare that all the information furnished above is correct to best of my knowledge and belief.

Versha Chhabra