

Chandrakanta



9318414551



chandrakanta8779@gmail.com



Noida, (UP)

Skills

- Human Resource
- Interview
- Communication skills
- Decision Making
- Problem Solving
- Time Management
- Leadership
- Negotiation
- Onboarding
- Technical skills

Languages

- English
- Hindi

Hobbies

- Reading
- Writing
- Sketching
- Painting
- Dancing
- Tennis
- Cricket
- Listening to Music
- Mindfulness

SUMMARY

HR Executive with experience, managing the process of employee hiring and onboarding performance management and HR records. Reliable and organized team member with the ability to communicate effectively and handle office changes.

Experience

(HR Executive)

SQUARE YARDS

2021 April - 2022 Present

- Partnering with hiring managers to determine hiring needs.
- Screening and Shortlisting Resumes.
- Taking In-person and telephonic Interviews.
- Performing reference and background checks
- Coordinating Interviews with hiring managers
- Following up on the Interview process status
- Communication Employer information and benefits during screening process
- Completing Timely reports on employment activity
- Maintaining Excel Sheet and records
- Generating the Offer Letters
- Conducting exit Interviews on terminating employees

(HR Intern)

MNR SOULUTIONS PVT LTD

2019 Nov – 2020 Jan

- Handling end to end recruitment process
- Screening and Shortlisting Resumes.
- Arrange the Interviews
- Onboarding the candidates
- Making Proper reports

Education

MBA

2019-2021

Galgotia Institute of Management and Technology, Gr. Noida

Specialization – HR

B.COM

2016-2019

DR. Bhim Rao Ambedkar University, Agra

Specialization - Commerce