

BASUNDHARA CHAUHAN

HR Executive

Personal details

Address- Noida Sector
62 Block-C 226028.

Dob-03/02/1995
Gender- Female

C O N T A C T - 8960712028, 9519510129

BASUNDHARACHAUHAN619@GMAIL.COM

CAREER OBJECTIVE

"Work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective."

INTERNSHIP

RECRUITMENT COORDINATOR

PETPOOJA(22 - JULY- 2019 TO AUGUST- 2019) - SEVEN WEEKS.

- Provide the data on the given data call them conduct their first round.
- Telephonic interview

WORK EXPERIENCE

Worked Maxipay Pvt Ltd Lucknow as a HR-Executive September -2020 to October 8th 2022

ROLES and RESPONSIBILITY

- Sourcing, Attracting, Interviewing, Hiring.
- Document Verification
- Onboarding
- Gather Data
- Posting Job
- . End to end recruitment
- . Releasing Offer letter
- . Attendance Management

EDUCATION

MASTER OF BUSINESS ADMINISTRATION- HR

INTEGRAL UNIVERSITY | 2019 - 2021

COMPUTER PROFICIENCY

CCC
MSOFFICE

SKILLS

- Communication
- Team work and collaboration
- Decision making
- Time management
- Employee relations

HOBBIES

Understanding new peoples and culture, Reading books and Playing indoorgames

Basuchauhan

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