# RITU CHANDRA

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**Core Competencies**

* Organisation skill
* People management and strong delivery capabilities
* Excellent communication
* Process orientation and team training
* Self motivated and a go getter

**Profile Summary**

I have over all 14 years of experience in corporate sector and teaching. My exposure spreads across managing P&L, a delivery team and key account relationships.

Last 11 years of my career I worked with New Era India .I was responsible for managing a team, recruitment delivery, key account management and P&L for the Industrial/Engineering recruitment Division.

I left job in May 2017 due to some personal reasons.

Prior to this I was a full-time teacher in pre-primary and primary (8th standard) sections. As a primary teacher I have good experience in classroom management and subjects for class/standard up to (this should be the subjects you want to teach or standards you can teach)

I have the ability to devise and develop ways to encourage and challenge students to help them deepen their knowledge and understanding. I can support and foster the academic and social development in children and help them grow.

Educational Qualifications:

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| **Education** | **Institution** | From | Till |
| 10th Standard | UP Board | 1992 | 1994 |
| Intermediate (Science) | UP Board | 1994 | 1996 |
| B.Sc. (Home Science) | Lucknow University | 1996 | 1999 |
| Post Graduate Diploma in Business Administration | Institute of Healthcare Administration, Chennai | 2000 | 2001 |

IT Skills

MS-Office, Power point; Internet, Email, Hire craft

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| **Company** | **Designation** | From | Till |
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| New Era India (en world Group, Japan) | Business Manager | Oct-06 | May 2017 |
| New Era India Consultancy Pvt. Ltd. | Account Manager | Jan -04 | December-05 |
| A R Consultants India Pvt. Ltd | Asst.Manager recruitments | April 2003 | December 2003 |

Teaching Experience

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| Phonex Electronics Company | Office Coordinator | Aug 2001 | Jan 2003 |
| Lord Jesus School Lucknow | Pre Primary Teacher | April 2000 | July 2001 |
| Aliganj Montessori School Lucknow | Nursery Teacher | July 1999 | March 2000 |

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| **Detailed Work Experience** |

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| **Worked in New Era India Consultancy Pvt. Ltd** |
| **As Business Manager From Oct 04 to May 2017** |

**About Organization:**

New Era India is a 23-year-old organization, considered to be one of the leading recruitment firm in India.

Current Role:

I was taking care of recruitment deliveries in sectors like Heavy Engineering, Agro Chemicals , Building Materials, Chemicals, Petrochemicals & Polymers sector clients with a team of 4 People.

**Job Responsibility:**

* Responsible for managing full recruitment life-cycle of my team including – screening of resumes, interview co-ordination, client relationship management, negotiation on offer and supporting team members till the joining of the offered candidates.
* Plan and prepare for resource allocation on timely delivery, monitoring the teams delivery, helping team members on niche searches, coaching and training the team on sourcing methods.
* Maintaining database (Hirecraft), encouraging team members to use social media as alternate channels of sourcing, monitoring proper process is followed by the delivery team and quality checking on deliveries.
* Evaluating team members for skill gaps and recommending HR Team for different training as per their individual requirements.
* Meeting and talking to clients regularly to ensure prompt deliveries and maintain good flow of work for the team.
* Planning for each Client/Account and allocating resources, recommending management on new hiring.
* New business development for the team, sharing leads to the concerned business development and signing contracts.

**CLIENTS:** Johnson Control, Hitachi Metals, Ester, Man Diesel and Turbo, Transworld , Itron. etc.

**April 2003 –December.2003**

**Worked in A R Consultants India Pvt. Ltd ( Mini ERP environment consultancy based at Kalkaji.)**

**As Assistant Manager - Recruitments, Delhi**

# About the organization

This is Small consultancy based out of Kalkaji , focused more on Manufacturing and engineering clients with a team of about 6-7 people.

**Job Role:**

Handling all technical and critical requirement in Engineering division, Accounts, and HR requirement for all levels (Engineer to GM level)

# Responsibilities

* New Business Development & Relationship Management
* Designing the resourcing process accordingly
* Initial screening of CV’s, client co-ordination for short listing of resumes, coordinating and facilitating interviews of the prospective candidates on behalf of the client and helping client on offer negotiation.
* Maintaining daily reports and updating seniors on new developments.

# Achievements:

* Able to make new clients in a very short time span
* Placed the candidates for critical as well as very specific requirement in a short time span.
* Successfully closed positions with Thermax, LG, Samsung, Honda ,Royal Enfield’s, ST microelectronics, Sab Miller ,Wokhardt, Danfoss, Tata infotech,Escorts , Sabmiller,Jindal,BCH, BILT, Samtel, ISGEC,SRF,Cat Vision,Electrolux,Sony etc.

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| **August 2001 to Jan 2003 Phoneix Electronics** |
| This is an electronics weighing scales manufacturing company |

**Worked as a Office coordinator cum computer operator.**

Role: work profile include all office related activities like keeping of all office records, vouchers, making letters , bills for new machine ,ledger record maintenance , to attend the client and candidates etc.

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| **April 2000 to July 2001** |
| **Lord Jesus School , Lucknow** |

**As Primary Teacher**

* Taken classes up to 5th standard . Taught variety of subjects including Maths and Science.
* Handled daily classroom set up observing students’ behavior and progress.  
  Developed weekly lesson plans in accordance with the school curriculum.  
  Collaborated with other subject teachers to monitor weaknesses and strengths of each student.
* Communicated with parents to ensure proper guidance at home.
* Responsible for Co - curricular activities and other soft skills.  
  Ensured that students were welcomed into a positive environment conducive to learning.
* Established positive relationships with students and provided tutoring when necessary.
* Assessed student progress and adjusted lesson plans based on student abilities.  
  Participated in regular meetings with the administrator to provide input.
* Offered constructive feedback to students and parents.  
   Maintained an inventory of classroom supplies

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| **July 1999 to March 2000** |
| **Aliganj Montessori School Lucknow** |

**As Nursery Teacher**

* Handled daily classroom set up observing students’ behavior and progress.
* Developed weekly lesson plans in accordance with the school curriculum.
* Collaborated with other subject teachers to monitor weaknesses and strengths of each student.
* Communicated with parents to ensure proper guidance at home.
* Assembled detailed daily lesson plans in accordance with curriculum guidelines
* Planned classroom activities and arranged for class field trips when appropriate.
* Taught a variety of subjects including mathematics history and basic science.
* Reviewed student assignments and provided a fair evaluation of all work.
* Responded to inquiries from parent

**Skills:**

* Have excellent communication skill to deliver and present learning effectively
* Can create an enthusiastic environment and make learning a happy journey among children
* Have creative and imaginative blend which helps in delivering lessons in a practical and interesting manner among children
* Have a caring attitude to attend to children’s needs and concerns in time.
* Have a strong desire to work with children

**Personal Details**

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| **Personal Details** |

## Name : Ritu Chandra

Address : L1, LIG Flats , Alakhananda , New Delhi 11019

Date of Birth : 02 August 1978

Husband Name : Mr Ritesh Chandra

Marital Status : Married with one daughter

Languages Known : English, Hindi

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| **Language Proficiency** |
| 1. English : Proficient  2. Hindi : Mother tongue |