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| |  |  |  | | --- | --- | --- | | **Charul Chhabra**  **Email ID:** [**Charul.Chhabra@gmail.com |**](mailto:Charul.Chhabra@gmail.com%20|) **Contact no.: +91 9050032965** | | | | **Career Objective** | | | | To make optimum use of my strength and capabilities in the organization and to contribute utmost to the accomplishment and augmentation of the organization. | | | |  | | | | **Career Synopsis** | | | | * A diligent professional with about 7 months of work experience in the field of Banking and Inside Sales * Graduate Management Trainee in the field of Business Management * A sincere worker with passion for business management | | | |  | | | | **Professional Learning** | | | | **Business Management** | | | | Different modes of doing business | Business Environment | Global Outsourcing | | **Human Resource Management** | | | | Recruitment | Training & Development | Motivation | | **Customer Relations Management** | | | | Handling customer complaints | Redressal of grievances | Following up for leads | |  | | |  |  |  |  |  | | --- | --- | --- | --- | | **Work / Internship Experience** | | | | | **Company Name** | **Koozix India Pvt. Ltd.** | | | | **Designation (Dept.)** | **Human Resource Department (Recruitment Executive)** | | | | **Duration** | **From : November 2018 - Till Now Present** | | | | **Key Responsibility Areas** | * Handled entire end to end recruitment cycle for assigned clients(from Junior to Middle-Senior Level hiring at PAN India level) * Contacting candidates, conducted preliminary interview, following-up with candidates, and creating a strong candidates pipeline to meet future project requirements. * Handled sourcing activities through Job Portals, Referencing, Headhunting, Social Media, Company Mapping,Database. * Scheduling interviews, briefing and debriefing candidates before and after interviews about the company and demand of their position. * Creating & Posting job descriptions on job boards and other social media platform, and tracking posting status and results. * Making database, Excel sheet and MIS report to update the work on regular basis and send to higher level management. * Negotiation of salaries and perks, acting as a catalyst between the candidates and clients. * To ensure their shortlisting from the client side for relevant approvals to release offers timely. * To do reference check for all shortlisted candidates. * Maintaining and strengthening client and candidate relations. | | | | **Company Name** | **Fortis Healthcare Ltd, Gurgaon** | | | | **Designation (Dept.)** | **Human Resource Department ( Intern)** | | | | **Duration** | **From : August 2018** | **To : November 2018** | | | **Key Responsibility Areas** | * Responsible for screening the CVs. * Responsible for maintaining MIS on regular basis. * Responsible for Scheduling Interviews and taking Follow Ups. * Responsible for Plotting Salaries for clarification and reference. * Responsible for doing all the Joining Formalities of new joiners. * Responsible for on time delivery of assignments * Responsible for Acquiring Talent matching the needs of the organization | | | | **Company Name** | **Axis Bank Ltd, Faridabad** | | | | **Designation (Dept.)** | **Loan Department ( Customer Service Executive)** | | | | **Duration** | **From : July 2017** | | **To : February 2018** | | **Key Responsibility Areas** | * Responsible for closure of loans. * Responsible for retaining Customer. * Solving queries and complaints related to loans. * Building and maintaining customer relationship. * Lead generation. * Responsible for on time delivery of any loan related assignment. * Responsible for generating business and profits for the organization. | | |  |  | | --- | |  | | **Professional Certifications / Training / Workshop / Industry Exposure** | | **Workshop**   * Attended Employability workshops on “Build Your Resume” & “Interview Preparedness” * Attended Self-development workshop on “Express Yourself” & “Personal Effectiveness” * Attended a Motivational Session conducted by Mr. Raman Soni on the 20th of July 2018 * Attended a session on Corporate Grooming, conducted by Ms. Ramona Malhotra on the 27th of July 2018 * Attended a session on Corporate Expectations, conducted by Mr. Jayant Sood on 31st of July 2018   **Industrial Exposure**   * Visited the Yakult, Pro Biotic Milk manufacturing plant at Sonipat to understand the process of production & packaging * Participated in an Industry Visit to Parle factory in Neemrana to get an understanding of Production, Marketing & Logistics in an FMCG organization |  |  |  | | --- | --- | | **Education** | | | **Year of Completion** | **Program / Course** | | 2018 | Graduate Management Trainee Program at Primordial Center of Excellence, Haryana Skill Development Mission, Govt of Haryana | | 2018 | MBA (HR), Amity University, Noida | |  | | | **Academic Project / Dissertation** | | | **Presentation on:**   * “A study of Human Resource Executive as a profile”   **Project on:**   * “Searching profiles of Top Heads of different departments of competitive hospitals of Fortis” | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | | | | | **Personal Strength** | | | | | * Result oriented | | | * Optimistic | | * Team Worker | | | * Adaptability | | * Quick learner | | | * Proactive | |  | | | | | **Personal Information** | | | | | Marital Status | **:** | Unmarried | | | Nationality | **:** | Indian | | | DOB | **:** | 10thOctober 1995 | | | Language Proficiency | **:** | English& Hindi | | | Computer Skills | **:** | MS Word, MS Power Point & MS Excel | | |
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