|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Charul Chhabra** **Email ID:** **Charul.Chhabra@gmail.com |** **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 |

 |
|  |