**Rana singh Chauhan**

**Mobile: 8368577174, 8506810838**

**E-Mail:** **rana23981@gmail.com**

**CAREER OBJECTIVE**

Seeking for an opportunities and secure a position to contribute my skills effectively for the growth of the organization and my professional career.

**SYNOPSIS**

* Currently working with **Platinum walltech Ltd**– for Delhi and NCR Region.
* Multi- tasking and problem resolution is among my key strengths.

**WORK EXPERIENCE**

1. **Mar’19–Till date in Platinum walltech Ltd**

**KEY RESPONSIBILITIES HANDLED**

* + - * Planning & managing recruitment and selection of staff.
			* Plan and conduct new employee orientation.
			* Indentify and manage training and development needs for employees.
			* Preparing Offer Letter, Experience Letter etc.
			* Responsible for complete joining and orientation Formalities of new employees.
			* To complete all the formalities of new joining daily basis
			* Issue the ID card to new employee .
			* Support salary review and negotiations.
			* Implementing and monitoring performance management system.
			* Review and update employee rules and regulations.
			* Maintain the employee database & documentation.
			* Execution and evaluation of performance appraisal and increment of the employee.
			* Producing proper feedback about the market employees to the Marketing Manager.
			* Proper meeting with calling process to recruit and hire of new candidates as per responsibilities assigned by the company.
			* Achieving of organizational target by applying of proficient  strategies.
			* Picking of right person for right job.
			* Maintain the data of all the calling sheet, feedback sheet, reporting sheet, appraisal sheet and data sheet.
1. **Feb’18– mar’19 Rising Career solution**

**KEY RESPONSIBILITIES HANDLED**

* Recruitments Utilizing various sourcing method like web portals

(i.e. Naukri, Monster,Times Jobs)

* Referring Internal Database, Employee referrals etc.
* Screening & short-listing candidates profile as per the requirements of clients.
* Coordinating with candidates for interview & conducting telephonic interview before short listing candidates.
* Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role.
* Providing complete, accurate, and inspiring information to candidates about the company and position..
* Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports.
* Preparing candidates for interviewing with the clients by providing detailed information about business strategy, job descriptions, and expectation.
* Arranging for personal interview on short listing ,having good coordinate with the client arranging the final interview.
* Coordinating with the company and with candidates after company selects the candidate.
* Maintaining daily /weekly/monthly reports such as interview status reports, closure reports & feedback reports.

**EDUCATIONAL PROFILE**

* MBA (2018) with 1st class from AIMR Ghaziabad, AKTU in HR & Marketing.
* BBA (2015) with 1st class From IMS Ghaziabad, Chaudhry charanSingh University.
* Intermediate (2011) with 2nd class from SBS public school, Mirzapur.
* Matriculation (2008) with 2nd class from SN Public School Mirzapur.

**ITS Skills:**

* Familiar with the Microsoft Office, Excel ,MS Power point
* Typing Speed 22 word per minute
* Internet surfing

**OTHER ACCOLADES**

* Active member of the Blood Donation Camp conducted by Retract Club IMS College.
* Successfully organized REPUBLIC DAY CELEBRATION IN COLLEGE CAMPUS
* Attended Seminar on ‘DATA INTENSIVE COMPUTING (NSDIC-2014)’.

**Personal Abilities: -**

* Ambitious, hardworking, energetic and well disciplined.
* Good listener.
* Positive thinking, self-motivated

**Strengths: -**

* Dedicated and Hard working
* Positive Attitude.
* Logical and Quick thinker.
* Leadership Quality

**PERSONAL PROFILE**

**Date of Birth :** 12 August 1992

**Address :** 127, Ansal Garden Enclave, Govinpuram, Ghaziabad, UP

**Languages Known :** English & Hindi

Date:

Place: (**Rana Singh**)