

ANSHU CHAUHAN

22/2, Babu Murai Colony, Airport Road Indore,(Madhya Pradesh),
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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- SoftHQ Inc** 04/05/2022 - 07/07/2022
Junior US IT Recruiter
My day to day job responsibilities were:-
Search for Resumes according to given Job Description
Calling the candidates and Scheduling interviews
Onboarding the selected ones.
- YoursthatSenior Pvt Ltd** 20/12/2022 - 19/01/2023
HR Intern
I get to know about the end-to-end recruitment process, which include creation of Job Description, Posting it on various job-boards, searching resumes, screening, interviewing the candidates and onboarding the selected ones.
I have learnt data management in MS-Excel and Google sheets, creation of Google- forms and Google Docs.
Conceptualized ATS, Payroll system and different HR policies.

Education

- Shri Cloth Market Girls Higher Secondary School** 2015
10th
76%
- Shri Cloth Market Girls Higher Secondary School** 2017
12th
83%
- Institute of Management Studies, DAVV** 2020
BBA (e-commerce)
7.5 CGPA
- Indore Management Institute and Research Center** Pursuing
PGDM (HR + Marketing)

Skills

- Communication skills
- Decision making
- Problem solving
- Leadership
- Technical skills:- MS-EXCEL, MS-WORD, MS-POWERPOINT, Google Docs, Google Sheets, & Google Forms

Languages

- Hindi
- English