

**Name:** Chitrang Sharma

**Address:** 341’A’Shiv Shakti Nagar Ujjain Road Dewas (M.P.) 455001

**Mobile no:** 7747028744, 9981439660 **Email id:** [**chitrang.sharma12@gmail.com**](mailto:chitrang.sharma12@gmail.com) **Total Working Experience 4 years**

**Career Objective**

I am self-motivated; I want to utilize my skills, knowledge and abilities to promote the growth of the company and myself. I deliver my best for development of the organization with honesty and hard working.

**Academia**

Professional Qualification: (M.B.A) Masters of Business Administration from Acropolis Institute of technology and Research, Indore affiliated to DAVV specialization in HR and Marketing with (65%) in year 2015

Educational Qualification: B.com (Tax Pro.) from Maulana Azad College Dewas affiliated to Vikram

University Ujjain with (75%) in year 2013

Senior secondary certification (10+2) from Board of Secondary Education Bhopal, M.P. (70%) in year 2010

High School Certification (10th) from Board of Secondary Education, Bhopal M.P. (65%) in year

2008

**Training**

Organization - Kirloskar Brothers Ltd. Dewas (M.P.)

Description - Pump Manufacturing Company

Role - As a team member in Marketing

Duration - 30 days

**IT Skills**

OS, Windows XP and 7

Knowledge of MS Word, Excel and Power Point

Knowledge of Internet etc.

**Working Experience**

1. Worked with HR recruitment firm as an HR Recruiter for PAN India Level from 12 Oct 15 to 12

April 16

**Responsibility:**

Search Suitable Candidate for Client Company by Using Portal. Take Telephonic Interview and Line-Up Candidate for Interview.

Also Handle Back Office work like Preparation of Excel Report weekly.

Keeping a tracker of word and excel sheets for various HR related work & departments.

Searching the resources for recruitment and approaching the right sources from Portal, Consultancy, and

References etc.)

Finalizing the selection after coordinating & conducting the selection process from screening, Interview short-listing, background verification, negotiating terms & conditions of employment.

2. Worked with “Sri Aurobindo Institute of Technology Indore” in Administration department and As an Executive in Director Office from 1st may 2016 to 2nd June 2017

**Responsibility:**

Keeping a record of resumes of employees.

Making different kinds of orders in MS Word and prepare excel sheets.

Conducting exit interview process & managing the Full & Final Settlement for resigned, quit/terminated employees.

Maintaining authentic records related to students and staff members.

**Working:** Working with Symbiosis University of Applied Sciences Indore (SUAS) MP from 19th Jun 2017 to till as an **Office Assistant and School coordinator**.

**Responsibility:**

Coordinating with students and parents. (Regarding Exam form filling, mark sheets, attendance etc.)

Conduction of MST **(**Mid Semester Test**)** of School of Computer Science & Automobile.

Examination forms collection from students timely.

Display examination result & attendance on notice board time to time.

Distribution of Mark sheets, Seating arrangement of students for examination.

Coding Decoding of exam answer sheet, Invigilation in exam room.

Email to parents about attendance of students.

Maintaining authentic records related to students and staff members. Distributing the different kind of leave application form to students.

Making different kinds of orders/notice in MS Word and prepare excel sheets.

Arranging the meeting of faculties with deans and directors. Etc.

**Co-curricular Activities**

Participated in IIMUN as a team member

Participated in 28th Senior National Softball Championship Dewas (M.P.)

**Strengths:**

Disciplined, Punctual, Honest

**Hobbies:**

Singing, Playing Musical instruments and Listing music, making drawing.

**Achievements and Rewards**

Certificate of **“Nehru Scholarship test 2009”** Conducted by First Attempt Success Tutorials (FAST) Certificate of **“4th Young scientist Talent Test-2007”** Conducted by “Sri Chaitanya Education Committee and Uni-Global Technologies Inc., USA on all India basis

Certificate of “**Runner-up in Rangoli Competition” Conducted** by Jaipuria Institute of Management, Indore (M.P.)

Certificate of **“Runner-up in Rangoli Competition”** Conducted by C21 & Malhar Mega Mall Indore (M.P.) Certificate of “**Runner-up in Rangoli Competition”** Conducted by Acropolis Institute of Technology & Research Indore (M.P.)

**Personal details**

Gender : Male

D.O.B : 12/01/1992 Nationality : Indian Marital Status : Married

Language known : Hindi, English

Father’s Name : Mr. Satish Sharma

Permanent Address : 341 ‘A’ Shiv Shakti Nagar Dewas (M.P.)

**Declaration:** I hereby declare that all the information furnished above is true to the best of my knowledge.

Date:

Place: **(Chitrang Sharma)**