



Name: Chitrang Sharma
Address: 341 'A' Shiv Shakti Nagar Ujjain Road Dewas (M.P.) 455001
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Total Working Experience 5 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.

3. Worked with Symbiosis University of Applied Sciences Indore (SUAS) MP from 19th Jun 2017 to 25-06-2021 as an Office Assistant in registrar office & Team member of Marketing Admission department.

Responsibility:

Team member of marketing /admission department. (Admission Calling, Telephonic Counseling, Follow-up's) Cold calling on hot leads provided by the organization for selling the educational courses like. MBA, BBA, B.Tech, B.Com etc.

Coordinating with marketing/admission team regarding various activities.

Leaflets insertion in various news paper for brand promotion.

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

Followup the students for paid registration till final admission done.

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 Listening 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 Acropolis Institute of Technology & Research Indore (M.P.)

Certificate of MS Excel form UdeMy.

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)