

RESUME

Mr. Anand Chauhan

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Objective: To become an indispensable part of the organization by being a contributing factor in its progress with the help of my skills and knowledge, resulting in my professional growth.

Academic Qualification:

- Appearing Post Graduate Diploma in International Business Operations from Indira Gandhi National Open University.
- Completed B.Tech. in Civil Engineering from Dr. A.P.J. Abdul Kalam Technical University in 2018 with first division.
- Passed intermediate from C.B.S.E. board in 2013 with first division.
- Passed high school from C.B.S.E. board in 2011 with first division.

Academic Experience:

- Uttar Pradesh Public Works Department, Provincial Division, Lucknow on 'Construction of Cement Concrete Pavement' as a trainee for four weeks.
- Uttar Pradesh Rural Engineering Department On 'Construction' as a trainee for four weeks.
- Certificate in Computer Concepts (CCC) from NIELIT, Lucknow.

Professional Experience:

Source Soft Solutions Private Limited,

September, 2019 – June, 2020

Noida, G. B. Nagar, U.P.

Role: Technical Recruiter

Description:

Source Soft Solutions creates digital products that help businesses grow, transform brands' identity, and take companies to the next level. Known for our creativity, inventiveness, acumen, and finesse, we make ideas happen. We blend our expertise with technologies to provide businesses futuristic web and mobility solutions.

Responsibilities:

- I started my career as fresher at Source Soft Solutions Pvt. Ltd.
- Gathering requirements from account executives.

- Editing, analyzing, and understanding and sourcing candidates through job boards, referrals, passive searching, headhunting, internal database.
- Supported full time recruitment process: fetching candidates, communicating, rate negotiations, interview setups.
- Communicating everyone on a neutral basis.
- Candidate pipelining or candidate pooling
- Involved in creating and managing a candidate network and queue with a variety of IT skills.
- Good communication skills, people networking abilities, a good deal of aggression and customer orientation skills were key to my success in the job.
- Used to screen candidates according to the requirement.
- Used to speak with their employer.
- Maintained an efficient and effective database, with the help of which I could successfully deliver right IT person at right time.
- Establish and manage relationships with clients, recruitment vendors and third-party agencies.
- I worked with IT consultants of various experience levels on .NET, Java/J2ee, Oracle, SAP, People Soft, Data Warehousing, testing tools, etc.
- Develop relationships and works with a number of approved channel partners.

Skills:

- Knowledge of all basic computer works and its software.
- Good communication skills and professional values.
- Faster adaption with new responsibilities.

Strengths:

- Interested and determined in learning new skills
- Team oriented skills and good managing skills
- Positive attitude and hardworking capacity.
- Ability to work with different capacities.
- Try to learn and improvise my efficiency needed at par.

Personal Details:

Father's Name: Mr. Hari Nath Chauhan

Date of Birth: 26th October 1994

Languages Known: English & Hindi

Gender: Male

Marital Status: Single

Declaration: I do hereby declare that the above-mentioned information is true to my best knowledge.

(Mr. Anand Chauhan)