**Rohini Ramdas Chauhan**

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# Objective

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As Hr recruitment department I want to build the bond between employees well as organization and with full enthusiasm I will give to organization a platform to perform up to the mark in this competitive world. I

Will help them to achieve goal earlier.

EDUCATION:-

|  |  |  |
| --- | --- | --- |
| Year | Faculty | Board |
| 2013 | SSC | MH Board |
| 2015 | HSC | MH Board |
| 2018 | BSC | RTMNU |
| 2020-2021 | MBA | RTMNU |

* Work experience

* Lonar Technologies work As Team lead in Talent Acquisition Oct 2021-Till Date
* Responsible for managing end-to-end recruitment life cycle.
* Handling Team of Recruiter
* Exit and joining formality, exit interview, grievance handling, company policy, leaves, CTC discussion, and offer rollout, employee engagement, Documentation of employee.
* Conducted applicant pre-screening and interviews.
* Researched job descriptions and qualifications for matching with appropriate candidates.
* Contact and interview qualified candidates for relevant job positions.
* Sourcing potential candidates through job portals and social media like Naukari & LinkedIn
* Hired for Sap, oracle, NetSuite, EBS, Devops, java developer, tableau, Front end and back end developer, Full stack, and also done NON IT opening also
* Employee and clients Onboarding, off boarding process.
* Verinite Technologies work As Senior HR Associate Aug 2021- September 2022
* Sourcing Candidates. IT recruiters may work on attracting applicants passively, or may actively reach out to prospective...
* Screening Candidates. Once an individual expresses interest and enters the application process, recruiters screen.
* Arranging Interviews. If the candidate passes the initial stage of assessment, the recruiter arranges interviews.
* Coordinating Compensation Packages. After the decision is made to offer the position to the candidate, the recruiter.
* Recruitment, selection, trainer and job posting payroll.
* Reviewing resumes and applications
* Conducting recruitment interviews and providing the necessary inputs during the hiring process
* Working with recruitment agencies to source for candidates for specific job positions
* Preparation of salary statement
* the mentor as Hr executive April 2020 – Jan 2021

In 20.4.2020 I had joined the mentor as HR trainee then in 21.10.2020 I got promoted as Hr executive

From this work I had learn how to recruiter candidates how to select candidates and trained them.

* Recruitment, selection, trainer and job posting payroll.
* Reviewing resumes and applications
* Conducting recruitment interviews and providing the necessary inputs during the hiring.
* Working with recruitment agencies to source for candidates for specific job positions
* Preparation of salary statement
* Handling the full and final settlement of the employees
* Recording, maintaining and monitoring attendance to ensure employee punctuality
* Conducting employee orientation and facilitating newcomers joining formalities
* Maintaining and regularly updating master database (personal file, personal database, etc.)
* Resolving grievances (work with all Sap module like, PP, SD, MM, FIFO, HANA, ABAP)
  + BPO hiring for CRO Role, inbound and, outbound process for Hex aware
* Ascent business Solution organization as trainee billing officer March 2019-nov 2020
* Worked in Ascent Business Solution organization in 2018 for as trainee officer it is a US company; I had handle over there us client even I know how to manage people’s how-to bill insurance to client.
* Responsible for maintain database, records
* Worked on client’s issue logs and mails.
* Worked on weekly, monthly report of data.
* Daily report submission to Team Leader.
* Negociost IT Solutions Work as HR Recruiter from April 2018-March 2019

HR Recruiter I have work over there on various profile like sap module FIFO, ABAP, Sap HR, SAP SD, PP, MM, Manual Testing, Automation Testing, Smoke Testing, Sanity Testing, Regression Testing, User, Acceptance Testing, Exploratory Testing, Adhoc Testing, Security Testing, Globalization Testing.

Worked with Hexaware, HCL, TCS, Accenture, Capgemini, Amdocs.

\* Backend Developer

\* Big Data Developer

\* Cloud Computing Developer

\* CRM (Customer Relationship Management) Developer

\* Data Scientist

\* Desktop Developer

\* DevOps Developer

\* Embedded Developer

\* Front-end Developer

\* Full-stack Developer

\* Game Developer

\* Graphics Developer

\* High-level Developer

\* Low-level Developer

\* Machine Learning and AI Developer (Full-Stack)

\* Software Development Engineer in Test (SDET)

\* User Experience (UX) Developer/Designer

\* User Interface (UI) Developer/Designer

\* Web Developer

\* WordPress Developer

* Internships

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I have done 3 internships as HR intern

* Naya sawera 45day internship (2020) as HR manager
* Youth empowerment foundation 2 months (2020) HR manager
* The mentor 2 months (2020) HR executive

I had done my internship in 2020 with the mentor as a HR recruiter I recruit people for them I had plan strategies and make a new policy which is good for organization to achieve the organization goal earlier

* Key skills

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* End to end recruitment
* Technical hiring
* Screening & Sourcing
* Resume Validation
* Portal Handing
* Quick adaptability
* Leadership quality
* Staffing
* Job description
* Staffing

Technical Knowledge:

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* MS-Office (MSCIT with 70%
* Hardware and networking
* Software course.
* C++, C,java, oracles
* Certifications:

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I had played tycondo game and I got gold in it, some for-debt competition.

Certificate I won.

* Advertising and branding
* Corporate communication
* Business analysis
* Workshops and seminars attended

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I had attended national b plan workshop on data and business analysis, data analysis and also attended hardware and software seminar.

* Qualities

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Good manager, singer, dancer, decision making capabilities, focus.

Recruitment, selection, training and development

* Extra-Curricular activities

* I ALSO ATTENTED volunteer in ship 2016 IN GERMANY BONN

Attended International Conference in Germany and Sri Lanka.also attended national camp in Bangalore, Ranchi, Delhi and work there as voluntary

* Personal Detail: -

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Name: Rohini Ramdas Chauhan

Father Name : Ramdas Ganeshrao Chauhan

Date of Birth : 18/05/1996

Permanent Address: S R P F Camp Group NO. 04 Fall war Line Qtr. No.61 Hingana Road, Nagpur

Language Know: English, Hindi & Marathi, bit of German.

* Declaration: -

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I hereby declare that all the statements made by me are true and to the best of my Knowledge and belief.

Date :

Place: Nagpur Signature

Rohini Chauhan