

NIDHI CHOUDHARY

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**CAREER OBJECTIVE**

To get a progressive position with growing professionally manage best organization where I can apply, my skills , qualification & amp; experience to the possibility &amp; also willing to learn anything new.and with the help of this I should give my contribution towards growth and development of the organization.

**BRIEF OVERVIEW**

⮑ Self motivated and innovative professional with the ability to prioritize tasks and take quick decisions.

⮑ Dedicated, self-driven focused and result oriented

⮑ Good communicator

⮑ Flexible attitude

# WORK EXPERIENCE

**Business Development Executive (Nov2019 to May2019)**

**Roles & responsibility**

* Direct cold call in Industrial area in respective location
* Get to know requirement of industries
* Pitch the services of our to customers within their budget.
* Providing best solution to the problem of (MSME)
* Generating leads & follow up till convertion.
* Feedback & work upon the errors



**HR (RECRUITER NON-IT &IT) October 2022 TO Till dated**

**Roles & Responsibilities**

* Having hands of experience on job portals like shine, indeed, monster , naukari & linkedin etc.
* Primary resource person for Mass Mailing and maintaining relevant data & also posting jobs on portal.
* Screen cv as per the Job Description & shortlist as per requirement of client.
* Follow up end to end till the on boarding and after that also if any concern facing by candidate.
* Worked extensively on Social Media Platforms for recruiting people.
* Responsible for maintaining employee records and maintaining good relationship

with Clients.

* Taking care of all the joining formalities i.e Documentation.
* Screening and Hiring candidate in both IT and non -IT sector

**SUMMER INTERNSHIP**

* Profile: sales executive
* Organization: Crown Honda
* Duration:01/06/2018 to 06/07/2018
* Profile: Digital marketer
* Organization: Digital Marketing Guru
* Duration: 24/05/2020 to 13/08/202



**ACADEMIC CREDENTIALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Criterion** | **Board/University** |  |
| 2014 | 10th class from DDPS (Ashok Nagar) | CBSE BOARD |  |
| 2016 | 12th class from DDPS (Ashok Nagar) | CBSE BOARD |  |
| 2016-2019 | Graduation (BBA) from CCSU | CCS University |  |
| 2019-2021 | Post Graduation (PGDM) from IPEM | CCS University |  |

**Technical skills**

* Basic computer
* Ms office

**Additional**

* **Done HR Course**

**OTHER ACCOLADES**

* + **Hold 2nd position in dance competition from SaiNaratya academy.**
  + **Participated in dance competition in Ubharteykalakarprogramme, delhi.**
  + **participate in ullas fest at IPEM in dance competition.**
  + **Participated in national seminar in IMS on topic of leading**
  + **transformation.**

**PERSONAL DETAILS:**

**Date of Birth: 27/10/1999**

**Father’s Name: Mr. Sanjeev kumar**

**Permanent Address: Gagan enclave, near amrit nagar Ghaziabad Linguistic Skills:** English, Hindi (Read, write and speak)

**Date:**