

CHETNA GONIA

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CAREER OBJECTIVE:

I am a management student with good interpersonal communication skills and wish to achieve a challenging position in your dynamic organization to contribute to the organization's growth with my best skill set. And always been an enthusiast for learning new things as an HR. 'Opportunities don't happen, you create them' is the motto of my life.

WORK EXPERIENCE:

➤ **HUMAN RESOURCE INTERN (SEP-NOV 2022) at "BOI SERVICES"**

It was a Full-Time Office Internship.

- Handled the recruitment cycle. (From Job posting to Onboarding)
- Worked on job portals like "Internshala, LinkedIn, Naukri, Apnabire, and Rocket".
- Researched and created hiring strategies.
- Completed hiring targets.
- Assisted HR Tasks & Crafted Mails.
- Handled Training & development of new joiners.
- Handled Reward and recognition ceremonies.

EDUCATIONAL QUALIFICATIONS:

- MBA in HR – IT, (Swami Vivekanand Subharti University, Meerut, 2022-24) Pursuing.
- PG Diploma in Human Resources Management, (YMCA, New Delhi, 2022-23) Result awaited.
- B.A Programme, (Delhi University, New Delhi, 2019-22) with First Division.
- Senior Secondary, (S.K.V No.1, New Delhi, 2018-19) with 89%.
- Higher Secondary, (S.K.V No.1, New Delhi, 2016-17) with 7.4 CGPA.

CERTIFICATIONS:

- Human Resource Management (Great Learning App, April 2023)
- Hiring and Onboarding Employee with Clickup (Coursera App, Dec 2022)
- General Professional English, (YMCA, New Delhi, 2022)
- Computer Basics, MS Word, Excel, PowerPoint, (R.A Computer Institute, New Delhi, 2019)

PROJECT WORK:

- Project Research Report on "**Diversity and Inclusion in the Indian Workplace**".
- [PROJECT DIVERSITY REPORT.pdf](#)

PROFESSIONAL SKILLS:

- Sound knowledge of the recruitment cycle.
- Well organized, Detailed oriented & ability to Multitask.
- Excellent leadership skills with the ability to lead teams.
- Proficient in MS Word, Excel & PowerPoint.
- Good verbal & written communication skills.
- Understanding of sourcing tools.

PERSONAL PROFILE:

Date of Birth : 14th April 2002
Linguistic Skills : English & Hindi
Interests : Reading & Painting
Father's Name : Mr. Yogesh Kumar
Mother's Name : Mrs. Chanchal

I hereby declare that all the above-mentioned information is true to the best of my knowledge.

Date:

Place: New Delhi

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