



SADHNA CHAUHAN

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OBJECTIVE

Seeking responsible career position of HR, as a recent graduate in Human Resource Management, looking for an entry-level human resource administration position With your company to utilize high-level communication skills, leadership Abilities, clerical skills, and knowledge of the domain.

EDUCATION

Master of Business Administration (2019-2021)

AKTU University, Sheat College of Engineering and management, (Varanasi)
Percentage: 73.3%

Bachelor of Commerce (B. Com) (2016 - 2019)

MGKVP University, Sunbeam College for Women, (Varanasi)
Percentage: 59.67%

XII (Senior Secondary), Commerce

Year of Completion: 2016
CBSE Board (B.N.S. English School, Varanasi)
Percentage: 61.4%

X (Secondary)

Year of Completion: 2014
CBSE Board (B.N.S. English School, Varanasi)
Percentage: 78%

RESPONSIBILITY

Indulge in college activity as adding poster, pamphlet on college notice board and student spot areas. And even worked as a house caption leader at school level, and also coordinated college fest at college level as anchor.

SKILLS

“O” LEVEL

ACHIEVEMENTS

- Selected for CBSE CLUSTER for Athletics.
- Received 1st prize in Kho-Kho at school level.
- Received 1st prize in Inter House collage making Competition.
- Participated in the “Grooming workshop” in our college.
- Co-ordinated college fest as an anchor with proper Co-ordination and Co-operation.

PROJECTS

- Prepared summer training project report on the Topic “TRAINING AND DEVELOPMENT PROCESS IN COCA-COLA”.
- Participated in National Webinar on the Topic “THE ROAD AHEAD: THE FUTURE OF INDIAN BUSINESS (IMPACT OF COVID-19 ON MANAGERIAL DECISION) Organised by Bhavidya Institute of Business Management.
- Participated in National Webinar on the Topic “SUSTAINABLE DEVELOPMENT AND THE PANDEMIC OF COVID-19”.
- Completed internship from the DRV-GURU Private Ltd. as HR (Human Resource Manager).
- Prepared Research Project report on “TRENDS OF STRATEGIC HUMAN RESOURCE MANAGEMENT”.

WORK EXPERIENCE

INFINITY CARE HOSPITAL (Jungambadi road, Varanasi)

HR ASSISTANT (HUMAN RESOURCE)

Indulge in Counseling regarding the new hiring of freshers for jobs and Maintaining the resume, portfolio and Conducting meetings and Conference for quires and resolving all the work as an HR executive.

JRS Tutorial (Durgakund, Varanasi) (2018-19)

COUNSELOR OR (FRONT OFFICE EXECUTIVE)

Indulge as Counselor and Receptionist regarding the new admission, And collection of fees, allotting hostel to students and resolving quires.

Date:

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Place:

Sadhna Chauhan