



Durgesh Chaubey

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Objective

As a Result driven HR Executive with over 2.3 years of experience , I am eager to apply for the Human Resource position. I am excited to contribute my Professional knowledge and passion for HR to gain practical experience and support HR initiatives within your organization

Experience

- Roorkee Institute of Technology** 2021 - 2023
Technical club Recruiter
Assisted in recruitment process, including resume screening and scheduling interviews.
Contributed to onboarding activities for new members.
Maintained employee records and ensured data accuracy.
- Task Tracker Pvt. Ltd.** 27/02/2023 - Working
HR Executive
My Roles and Responsibilities in this company are:-
 1. Recruitment on both Tech and Non Tech Profile(sales, marketing, Tech)
 2. Onboarding and Exit Formalities
 3. Handling Vendors and company assets.
 4. Making salary sheet and Payrole
 5. Job Posting on Naukari , indeed and LinkedIn.
 6. Employee Document Management
 7. Attendance, Employee Grievance, contract , POSH, and ESI Handling.

Education

- CBSE** 2017
10th
95%
- CBSE** 2019
12th Board
91.4%
- Roorkee Institute of Technology** 2020-2024
B.tech
78%

Skills

- Strong communication and interpersonal skills.
- Knowledge of HR principles and practices.
- Detail-oriented with excellent organisational abilities.
- Proficient in Microsoft Office (word, Excel, PowerPoint).
- Ability to handle confidential information responsibly.