



Pinky Chauhan

Mob: +91 9346030297

Email ID: pinky28chauhan@gmail.com

LinkedIn: <https://www.linkedin.com/in/pinkychauhan/>

Synopsis:

An adaptive team player and vivid learner who has completed a multitude of 8 internships, fervid in the domain of Human Resources, especially in recruitment and executive search.

Academics:

- MBA (HR and Marketing)
Woxsen University – 2023
 - BBA (HR) – 82.65%
Villa Marie Degree College for Women – 2021
 - 12th (Commerce) – 78.4%
Meridian School for Boys and Girls – 2018
 - 10th – 79.8%
Orchids – International School – 2016
-

Job Experience:

- **Deloitte USI (July 2023 – February 2024)**
Designation: Employee Lifecycle Events (ELE) Onboarding Analyst
Job Role:
The role demands to partner with the various internal clients in handling the onboarding process and managing processes like pre-hire onboarding, background verification, joining formalities, etc. on tools like HROL and Pre-hire Talent on Demand (TOD). Collaborating with various US and USI teams to understand talent priorities and implement the projects. Assisting in internal quality assurance and compliance reviews is also a part of the role.
-

Internships:

- **Apollo 24|7 (May 2022 – June 2023)**
Designation: Trainee – Strategic and New Initiatives
Job Role:
The role demands to be an active learner, adaptive, and a team player. Key responsibilities are – screening resumes, scheduling interviews, conducting interviews, updating details in excel sheet, maintain an organization chart, posting jobs, working closely with the sourcing firms.
- **Sureti IMF (May 2022 – July 2022)**
Designation: Management Trainee
Job Role:
The tasks were to communicate about the firm and its insurance policies to potential customers and make them purchase the policy.
- **GoodSpace (March 2022 – April 2022)**
Designation: HR Intern
Job Role:
The tasks were to post jobs on LinkedIn, screen resumes, conducting telephonic interviews, maintaining excel sheet of all the details and working closely with the manager on new positions.
- **IFORTIS Worldwide (March 2022 – April 2022)**
Designation: HR Intern
Job Role:
The tasks were to post jobs on LinkedIn, screen resumes, conduct interviews and manage the work of the new hires/interns and guiding them.
- **GoodSpace (January 2022 – March 2022)**
Designation: Marketing Intern
Job Role:
The tasks were to spread awareness about the firm and its offerings, bring in new customers to the firm and purchasing the services.
- **Growth Central VC (December 2021 – February 2022)**
Designation: HR Recruiter
Job Role:
The tasks were to post jobs on LinkedIn, screen resumes, conduct telephonic interviews and forward profiles to the reporting manager.
- **Neophyte Consulting Services (May 2021 – July 2021)**
Designation: HR Recruiter
Job Role:

The tasks were to take telephonic interview of the potential candidates post screening and staying in constant touch in every round of interview.

- **PharmEasy (December 2019 – February 2020)**

Designation: Customer Acquisition

Job Role:

The tasks were to communicate about the firm and its benefits to the potential customers and to make a purchase through the app.

Certifications:

- Leading Teams: Developing as a Leader
University of Illinois at Urbana-Champaign | Coursera
 - Organizational Design: Know Your Organization
Macquarie University | Coursera
 - Strategic Management
Copenhagen Business School | Coursera
 - Human Resources Analytics
University of California, Irvine | Coursera
 - Successful Negotiation: Essential Strategies and Skills
University of Michigan | Coursera
 - Work Smarter, Not Harder: Time Management for Personal and Professional Productivity
University of California | Coursera
 - Recruiting, Hiring, and Onboarding Employees
University of Minnesota | Coursera
 - Doing more with Google Sheets
Google Cloud | Coursera
 - Advanced Human Resource Management
Internshala Trainings
 - Human Resource Management
Internshala Training
 - Strategic Leadership in turbulent Times
Woxsen University
 - Personality Development
Villa Marie Degree College for Women
 - Digital Marketing
Villa Marie Degree College for Women
-

Projects:

- A book chapter titled 'Can Artificial Intelligence comprise Consciousness?'
- A Detailed Study on the Selection Process of an IT company (Birlasoft) at Neophyte Consulting Services (NCS)

Skills:

- Microsoft Office
- Google Workspace
- Problem solving ability
- Excellent communication skills
- Team player
- Time management ability
- Negotiation skills

Co – Curricular Activities:

- Presented research paper at 'DigITS International Conference 2022'
- Co – Chairperson at Centre of Excellence (COE) – Future of Work, Woxsen University – 2022
- All India finalist at a debate competition – 'Pros and Conference – Round Table Conference cum Debate Competition – SIBM, Pune' – March 2022
- Second Best Debater of the month at Woxsen University – February 2022
- Curation member at TEDxWoxsenUniversity – 2022
- Executive of Woxsen Debate Club – 2021
- Teaching Assistant at Woxsen University – 2021
- Research Assistant at Woxsen University – 2021
- 'Most Innovative Product' award in Villa Marie Degree College for Women – 2019
- 'Best Team Leader' award in Villa Marie Degree College for Women – 2019