

PRIYANKA CHAUBEY

Phone 9075299518 / 9100018794

Email pchaubey1985@gmail.com

Address Supertech Eco Village 1 Noida

5th Jan 1985 DOB

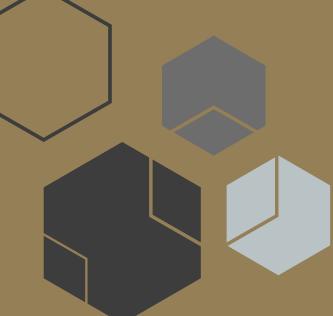


Skill

Conflict Resolution

Network Building

Language



About Me

Education

- BLIS- IGNOU

Experience

- Brisk Olive Business Solutions Pvt. Ltd. March 2023 to till date

- Creation of Processes essential and implementation, SOP's.

 Talent Acquisition. Hiring of New candidates, creation of talent pool, training and
- Negotiation Skills, On boarding, Invoice Raising, Employee retention
- Processing internal arrangements such as travel, training sessions, and team-building
- Setting up interviews and corresponding with prospective employees in a timely manner.
- Maintaining internal records, which may include preparing, issuing and filing company documentation (e.g. sick leave, maternity leave, etc.)
- · Acting as the first point of contact for all personnel queries.
- · Addressed employee grievances and concerns in a timely and confidential manner,

- Training and Development, HR Policy Implementations

- § Maintain enduring customer relationship post sales and generate repeat business

- § Excel in listening to customer needs, articulating product benefits, creating solutions that provide value to the customer

 § Listen attentively to the caller needs to ensure a positive customer experience

 § Strive for quick complaint resolution, commended by supervisor for the ability to resolve problems on the first call and avoid escalation of
- § Communicating effectively with customers from diverse background- Date change, cancellation , Refund, Wallet issues, Hotel
- Senior Consultant

- Global Edx March 2016 Dec 2016

HR Executive

- § Laterals, IVR calls, Cold Calling, Mock interviews,
- § Training arrangement for corporate, Handled drive for HGS, Genpact, Concentrix
- § Tie up the Demo with the clients for Online as well as class room training

IGNOU, SAARC, Niscar, Lingaya University Published research paper on library science digitization

