Amrita Chaskar
(B.Sc., M.B.A)

Current Experience:

Currently working as a Ph.D. Scholar (Full Time) in the dept. of Humanities and Social Sciences, BITS K K Birla Goa Campus since January 2020. My area of research is Business Communication. My thesis title is 'Crisis Communication Strategies in Tourism: A Case of Goa Tourism during the COVID-19 pandemic'. My supervisor is Prof. Shalini Upadhyay.

Previous Work Experience:

1. Organization: Indian Institute of Management, Indore

Time Period: March 2015-April 2017

Designation: Academic Associate (Communication Area)

Job Responsibilities: Assisted Professor with preparation of class material, attending sessions, administrative work, preparation of reports, correction work, interaction with students and any relevant academic task required.

2. Company Name: Vandana Global Ltd, Raipur

It is a Chhattisgarh based leading steel and power company with operations nationwide and abroad.

Time Period: (16th April 2011-15th November 2011)

Designation: Executive-Recruitment (Corporate HR), Reporting to AGM-HR

Job Description:

- Responsible to fulfill manpower requirement of Vandana Group as and when required.
- Manpower planning with senior management/HODs
- Preparation of Job Descriptions
- Searching talent through job portals, Head Hunting, Recruitment Firms, Campus Recruitments and Ad Supports.
- Releasing ads and follow up for payments.
- Scrutinizing the resumes by taking preliminary/telephonic interviews
- Tie ups with Recruitment Firms and maintaining relationships with them
- Updating of MIS and Data Management
- Fixing interviews and co ordination for interviews, reimbursements etc
- Issuing letter to the selected candidates and follow up for new joiners
- To assist HR Department for other HR related work as and when required.

3. Company name: ANM Consultants, Raipur
It is a leading management consultancy in central India.
(www.anmconsultants.com)

Time Period: (7th April 2010- 15th April 2011)

Designation: HR Associate

Job Description:

- o Receiving the requirements from our clients.
- o Doing job posting, Mass mailing, Surfing database, References.
- o Interacting with clients and candidates.
- o Sending suitable profiles of candidates that matches with the requirement of the client.
- o Conducting a preliminary round of interview to gauge the candidates profile with the requirement.
- o Scheduling the interview of the candidates when short-listed for interview.
- o Keeping track of the same and following up with the client.
- o Studying different profiles pertaining to different skills of candidates.
- o Coordinating with the top management regarding the target set and allocation of individual targets.
- o New business generation

EDUCATIONAL QUALIFICATIONS:

Exam	Institute/University	Year	%	Marks	Division
M.B.A IV Sem	DIMAT/CSVTU	July 2010	70.7	707/1000	First
M.B.A III Sem	DIMAT/CSVTU	Feb 2010	71.2	712/1000	First
M.B.A II Sem	DIMAT/CSVTU	June 2009	68.10	681/1000	First
M.B.A I Sem	DIMAT/CSVTU	Dec 2008	68.10	681/1000	First
B.Sc- III Year	GNCSR/Pt. RSU	June 2008	66.83	401/600	First
B.Sc-II Year	GNCSR/Pt. RSU	July 2007	70.80	425/600	First
B.Sc-I Year	GNCSR/Pt. RSU	June 2006	69.83	419/600	First
H.S.C.	HCPBHSS/CGBSE	May 2005	72.00	360/500	First
S.S.C.	BSSPA/CGBSE	April 2003	77.33	464/600	First

CSVTU= **Chhattisgarsh Swami Vivekananda Technical University, Bhilai, CG**
Pt. RSU= Pandit Ravishankar University, Raipur, C.G
CGBSE= Chhattisgarh Board of Secondary Education
DIMAT=Disha Institute of Mgmt. and Tech.
GNCSR=Govt. Nagarjuna College of Science, Raipur.
HCPBSS=Holy Cross Pension Bada, HSS, Raipur
BSSPA= Bharat Sevashrama Sangha, Pranvananda Academy

ADDITIONAL QUALIFICATIONS:

- ❖ Faculty Development Program (IIM Indore- June 2015)
- ❖ Diploma in Retail Management (DIMAT)
- ❖ Certification Course in Supply Chain & Logistics Management (DIMAT)
- ❖ Higher Diploma in Software Engineering (NIIT)
- ❖ Certificate Course in Introduction to Bioinformatics (Ambedkar College, Nagpur)

Extra Curricular Activity Details:

- ✓ Chief Coordinator in annual national level event, Di- Impulsion-2010, DIMAT Raipur.
- ✓ Coordinator in national level Event Di-Imulsion-2009, DIMAT Raipur.
- ✓ Associated with the Red Cross Society for blood donation.
- ✓ Member of the team of Disha Portal Development and Implementation
- ✓ C Certificate holder in NCC Air Wing
- ✓ Active participation in cultural activities, won awards on state level
- ✓ Received an appreciation certificate for being an active participant in Bhavishya Jyoti Scholarship Campaign by NIIT -Jan 2007

PERSONAL DETAILS:

Husband's Name:	Mr. Akash Chaskar (Marine Engineer)
Nationality:	Indian
Gender:	Female
Languages Known:	English, Hindi, Marathi (Spoken)

References: Available on Request