



Gaurav Bhanu Chavan

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- To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills.
- Identify needs and come up with solutions, take steps to make your job and the company better.
- Ability to work effectively under pressure, confident and self-motivated.

AREAS OF STRENGTH

- **Team Work:** Teamwork—working with other people to achieve a shared goal—is essential in just about every domain, it also allows team members to learn from each other and build new skills.
- **Integrity:** Maintain confidentiality, provide complete and accurate information, observe company policies and procedures comply with regulations; maintain values and ethics in the face of opposition and pressure.

Work Experience:

1) TalenSetu services Pvt Ltd: Junior Recruiter (Sept' 2023 – Oct' 2024)

Responsibilities: -

- Sourced candidates through job portals, social media, and internal databases.
- Screened CVs to match candidate profiles with job requirements.
- Coordinated with clients regarding hiring needs and interview feedback.
- Handled visa documentation and processing for selected candidates.
- Supported onboarding by managing offer letters and documentation.

2) Arsh Hyundai Designation: Sales Consultant (Feb' 2023 – July '2023)

Responsibilities: -

- Enhanced team performance by sharing successful sales strategies and best practices in regular team meetings.
- Responded to telephone and in-person requests for information.
- Developed strong rapport with customers and created a positive impression of the business.

- Provided sales and customer service assistance to walk-in traffic
- Negotiated contracts with clients and developed relationships with key personnel.
- Answered customer questions about products and services, helped locate merchandise, and promoted key items.
- Maintained up-to-date knowledge of store sales, payment policies, and security standards.
- Generated new leads through networking and attending industry events.

Academic Qualification:

- Graduation from Mumbai University (2021)
Degree- Bachelor of Mass Media **Grade B**
- HSC from Shree Santana Dharma Vidyalaya (2018)
Percentage - 48.62 %, **Major-** Science.
- SSC from Shree Santana Dharma Vidyalaya. High School (2016) Mumbai
Percentage- 66.80%

IT Skill

Tools: MS Office – Word, Excel, and PowerPoint

Personal Profile:

Date of Birth : 30-03-2000

Gender : Male

Languages Known: Marathi, Hindi, and English

Gaurav Bhanu Chavan