

# Shalabh Chouhan

## Development Professional

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A seasoned and results-oriented professional with a decade of experience in leading teams and driving operational excellence. Proven track record of achieving targets, improving processes, and fostering a positive work culture. Seeking a challenging management role where I can utilize my skills to contribute to organizational success.

## Experience

### Lead Partnership, MIS, Education & Regional HR Spoc

#### Ambuja Cement Foundation, Bhatapara Chhatisgarh

*Dec 2023 to till date*

- Collaborating with managers to understand staffing needs.
- Conducting interviews and participating in the selection process.
- On-boarding new employees and facilitating orientation programs
- Acting as a liaison between employees and management.
- Handling employee grievances and providing conflict resolution support.
- Ensuring compliance with company policies and procedures.
- Conducting investigations into employee complaints or misconduct.
- Managing HRS (Human Resources Information System) and employee records.
- Processing payroll and benefits administration.
- Maintaining accurate HR documentation and records.
- Ensuring compliance with labor laws and regulations.
- Implementing retention strategies.
- Communicating policies and ensuring understanding among employees.
- Providing guidance and support to managers on HR-related matters.
- Ensuring adherence to legal and ethical standards.
- Working closely with other HR professionals and departments.

### MIS Coordinator

*April to Dec 2023*

#### Ambuja Cement Foundation, Katghora Chhatisgarh

- Led a team of 28 volunteers for the deliverables of the project.
- Developed and implemented strategic plans to meet project objectives, resulting boost in monthly output by 80%, and maximum budget utilization.
- Develop and maintain MIS reports.
- Collaborate with cross-functional teams to identify and prioritize reporting requirements.
- Ensure timely delivery of accurate and reliable MIS reports.
- Provide training and support to other team members on MIS reporting tools and techniques.
- Participate in project planning and execution, ensuring alignment with project objectives.

### Skill and Entrepreneurship In-charge

#### Ambuja Cement Foundation, Roorkee

*2021 to March 2023*

- Manage and facilitate training in different trades.
- Maintaining MIS and preparing different reports based on project statistics.
- To plan and execution of budget for various skill development trainings
- Managed day-to-day operations of [department/area] to ensure smooth functioning.

- Implemented performance metrics and KPIs to track progress and improve productivity.
- Led cross-functional teams to execute projects on time and within budget.
- Conducted regular performance evaluations and provided constructive feedback to team members.
- Collaborated with senior management to develop and implement company-wide initiatives.

## Placement Officer

### ● Ambuja Cement Foundation, Roorkee

*2019 to 2021*

- Assist students/job seekers in identifying suitable job opportunities based on their qualifications, skills, and career goals.
- Coordinate with employers to understand their hiring needs and requirements.
- Provide career counseling and guidance to students/job seekers, including resume writing, interview preparation, and job search strategies.
- Conduct workshops or seminars on topics related to career development and job search skills.
- Offer personalized advice and support to help individuals make informed career decisions.
- Attend networking events, career fairs, and industry conferences to promote the institution or organization and build connections with potential employers.
- Negotiate partnerships or agreements with companies for internships, cooperative education programs, or job placements.
- Manage the entire placement process, including job postings, application submissions, and interview scheduling.
- Maintain accurate records of job openings, applications, and placements.
- Follow up with students/job seekers and employers to ensure successful placements and gather feedback for improvement.
- Track placement outcomes and statistics, such as placement rates, employment sectors, and salary data.
- Prepare reports and presentations on placement activities and outcomes for institutional or organizational stakeholders.
- Pursue professional development opportunities, such as attending training programs or obtaining certifications related to career services or recruitment.
- Promote placement services and resources to students/job seekers through marketing materials, website content, and social media channels.
- Collaborate with marketing and communication teams to enhance the visibility and reputation of the institution or organization among employers and job seekers.

## ● Soft Skill Trainer And IT Trainer

*2018 to 2019*

### ● Ambuja Cement Foundation, Roorkee

#### Soft Skill Trainer:-

- Design and develop training programs focused on enhancing soft skills such as communication, teamwork, leadership, time management, and emotional intelligence.
- Conduct engaging and interactive training sessions, workshops, or seminars to impart soft skills knowledge and techniques.
- Utilize a variety of instructional methods, including lectures, group discussions, role-plays, case studies, and experiential activities, to cater to different learning styles.
- Assess the effectiveness of soft skills training programs through pre- and post-training evaluations, surveys, and feedback mechanisms.

- Provide one-on-one coaching and mentoring sessions to individuals seeking personalized support in developing specific soft skills or addressing performance challenges.
- Collaborate with HR professionals, department managers, and organizational leaders to identify training needs and align soft skills development initiatives with business objectives.
- Build relationships with internal and external stakeholders to promote the importance of soft skills training and encourage participation in training programs.

### **IT Trainer**

- Develop comprehensive training programs covering various aspects of information technology, including software applications, programming languages, IT systems, and cybersecurity.
- Create training materials, lesson plans, and hands-on exercises that facilitate effective learning and skill acquisition in IT-related topics.
- Deliver engaging and interactive training sessions, workshops, or courses to individuals or groups of learners, ranging from beginners to advanced users.
- Demonstrate technical concepts and procedures using visual aids, demonstrations, and real-world examples to enhance understanding and retention.
- Provide opportunities for hands-on practice and lab exercises to allow participants to apply their knowledge and skills in a controlled environment.
- Supervise and support learners as they complete practical exercises, troubleshoot technical issues, and gain confidence in using IT tools and technologies.
- Offer guidance and resources to help learners succeed in certification exams and obtain professional credentials.

### **Business Development Executive**

#### **RAPS IT Technology Pvt. Ltd.**

*2016 to 2018*

- Utilize various channels to generate leads and build a robust pipeline of prospective clients or customers.
- Cultivate and maintain strong relationships with existing and potential clients to understand their needs and foster long-term partnerships.
- Develop and implement effective sales strategies to achieve revenue targets and business objectives.
- Negotiate terms and conditions with clients to secure profitable deals and contracts.
- Collaborate with internal teams, such as marketing, product development, and operations, to ensure alignment and support in achieving business objectives.
- Collaborate with marketing and communication teams to enhance the visibility and reputation of the institution or organization among employers and job seekers.

### **Placement Executive**

*2016 to 2018*

#### **Roorkee college of engineering**

- Actively engage with potential employers to build relationships and secure job opportunities for students or job seekers.
- Provide guidance and support to candidates throughout the job search process, including resume writing, interview preparation, and career counseling.
- Evaluate candidates' skills, qualifications, and career goals to match them with appropriate job openings, ensuring a good fit for both the candidate and the employer.
- Maintain accurate records of candidates, job openings, and placements in a database, ensuring timely updates and compliance with data protection regulations.
- Coordinate all aspects of the placement process, including job postings, candidate screenings, interviews, and job offers, to ensure a smooth and efficient experience for both parties.

## Education

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- **Master Of Technology** 2016
  - Roorkee college of Engineering
- **Bechelor of Technology** 2014
  - H.N.B. Garhwal University
- **Senior Secondary Schooling** 2010
  - Sarvagya Public School
- **High Schooling** 2008
  - A.S.A Saraswati Vidya Mandir

## Skills

- Database management
- Database Extraction
- Livelihood
- Presentation writing
- Problem-solving
- Creativity
- Analytical Report writing
- Eye for Detail

## Volunteer Work, Awards, Affiliation and Interest

- Participated in ROBOTICS workshop by ROBOSAPIENS in association with IIT-DELHI.
- Sports Captain in High School being the Captain of the School Football team.
- Coordinator of VIDHYARTH event conducted in INCEPTUM '13(tech-fest of H.N.B.G.U).
- Represented College sports team in Inter collegiate sports even for 03 years.