

## ANUP CHAURASIYA

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### Career Objective

Seeking a challenging career and to associate myself with an industry that utilizes my experience, knowledge and provides the scope for individual growth along with the organization's growth.

### Work Experience 1-

- Working as Talent Acquisition Team Lead (Human Resource) in Chetu India Pvt Ltd, Noida from April 2021 to till date.

### Professional Summary

- HR Specialist offerings 1.5 years of a successful career with expertise in the **end-to-end recruitment and manpower planning**.
- Well versed with Hiring Lifecycle which includes **Requirement posting, Sourcing, Screening, Interview scheduling**.
- Expertise in External & Internal Job Postings which is followed up Recruitment processing.
- Utilize knowledge of multiple recruiting sources and execute innovative recruiting strategies to find quality candidates.
- Ability to screen and evaluate candidates with the best fit as per job descriptions.
- Engage candidates throughout interview process from preparing before interviews to assisting with final offer negotiation.
- Hands on experience with various selection processes (video & phonic interviews, etc.).
- Maintain a database of candidate records, including active, passive prospects and hired candidates.
- Follow up on interview process status and update records in our internal database.
- Handling a team of 8 members (6 Recruiters+2 Coordinators).
- Managed client relations and resolved issues as quickly as possible.
- Maintained professional and productive relationships with clients.
- Advanced knowledge of MS Excel, database management, and internal search.
- Highly accomplished recruiter, goals-driven, seasoned professional distinguished by commended performance & proven results.
- Excellent track record of team handling, maintain focus on achieving results.
- Adept at working in rapidly changing environments and self-motivated.

## **Work Experience 2-**

### **Clinical Admin Coordinator (Claims Associate) – Feb 2015- Oct 2020**

United Health Group formally known as Optum Global Solution (I) Pvt Ltd

## **Professional Summary**

- Coordinating patient care plans by liaising with all necessary care providers and medical professions to ensure patient needs are met
- Use computer software to admit and discharge patients, coordinate follow-up appointments and refer patients to specialists as needed
- Mastermind ways to improve the quality of patient care provided by the facility
- Works to create efficient systems and workflows within the clinic
- Attend departmental meetings and stay up to date on all business initiatives related to the clinic
- Meet with patients and patient families to ensure their needs are being met and resolve any issues or complaints that arise
- Collect and input patient data, insurance information and financial information into computer system
- Manage the clinic budget and ensure that the facility is well-equipped to provide top of the line service while remaining mindful of the bottom line

## **Academic Credential**

- **2013** (BA) from **Mahatma Gandhi Kashi Vidyapeeth Varanasi.**
- **2009 (12<sup>th</sup>)** From ARV Inter College Varanasi
- **2007 (10<sup>th</sup>)** From ARV Inter College Varanasi

## **Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge.

**Date:**

**(Anup Chaurasiya)**

**Place:**