**Monica Juneja**

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Chinese Language Trainer And Business Development

**Professional Summary**

I also worked as a Recruiter and sales for more than 4 years . Exposed to full life cycle of sales and staffing. Manage the end-to-end sales process and provide clear visibility on the pipeline to the leadership team Can devise strategies for quick ramp-up to meet the demands of the organization.. Hands on experience in sourcing and recruiting people with varied technologies across levels and hiring for Strategic positions.

**Highlights**

* Foreign Language Translation & Interpretation
* Over 4 years in Talent acquisition and business development specialized USA / Canada
* Combination of Corporate and consulting recruitment.
* Combination of Corporate and consulting recruitment and business development

Scholastics

* **Part of student exchange in Singapore**
* **Worked as a English Teacher** with NGO Sarthak Prayas with Slum Kids **21st March 2016 to 21st September 2016**
* **Certificate in Mandarin Language from Bhartiya Vidya Bhawan Jan 2018- Jan2019**
* MBA (HR/IB) from Amity University, Noida 2012.
* B.A. from Ramjas College in 2008 Delhi University .

**Freelancer Project: November 2019- Present**

**Company : Lochan & Co , New Delhi :** I was responsible for translation of Chinese financial documents. The project name was Health Poverty Action based in Kunming China
I helped offshore team in India

**Company: Big Ben Chinese Language Trainer, Noida:** Responsible Chinese Language Trainer with excellent communication skills demonstrated teaching experience. High degree of fluency in Mandarin; specializes in managing students and maximizing learning opportunities in diverse classroom settings.

**Company: Denso Onshore , Manesar Haryana :** Produced English translation for Chinese client and worked on individual client needs.

**Company: Purple Stack (working in EST time zone) Remote**

**Offshore US Hiring Recruiting and Business Development (January 2015 to February 2019)**

* Experience in the Recruiting Sales Manufacturing and HR, IT, Healthcare, Finance
* Sourced active and passive candidates utilizing various Boolean searches. Used sources including Twitter, LinkedIn, employee referrals, and networking.
* Responsible for new lead generation, cold calling, etc to generate qualified leads and set sales appointments.
* Approaching new clients for business developments and recruitment
* Demonstrates an understanding of the businesses recruiting needs by participating in meetings, being aware of any changes, act as the subject matter expert for areas of recruiting as well as managing expectations of the stakeholders and candidates.
* Tracking monthly/quarterly and annual revenue goals.

**Company**

**Working Executive HR at Serco (15 July 2014 to 15 January 2015)**

Job Responsibility

* Resolving issues (Ticket raised by user) related to offer checklist queries
* Ticket cascaded within TAT
* Empowering training on ticket creation
* Maintains master data for UK employees
* Using transaction code PA20,PA30,PA40, PA41
* Taking care of on boarding , New hire by using transaction code PA40
* Provide access to ESS and MSS
* Creating position , delimiting position , Maintaining the info type in OM
* Restructuring the organization structure
* Maintaining Bank details and family details for employees
* Maintaining leave of employees