

SHIVKANT CHOURASIYA

ADDRESS :- H.N 1829 NEAR KALI MANDIR

BHEEM NAGAR BHOPAL (M.P)

CONTACT NO :- **8819918745, 6268886062**

EMAIL : - shiv881991@gmail.com



CAREER OBJECTIVE

TO obtain a challenging position in a high quality management environment where my resourceful experience and academic skills will add value to organizational operations.

BASIC EDUCATIONAL QUALIFICATION

Qualification	Board/University	Year	Percentage
M.B.A (HR+MARKETING)	SIRT COLLEGE BHOPAL (BARKATULLAH UNIVERSITY)	2023	71.4
B.E. (mechanical)	TRINITY COLLEGE BHOPAL (R.G.P.V UNIVERSITY)	2017	79.3
12th	Govt. Subhash H.S.Excellence SCHOOL Bhopal(M.P.Board)	2013	81.4
10th	Govt. SubhashH.S.Excellence SCHOOL Bhopal (M.P.Board)	2011	82.0

FIELD OF INTEREST

➔ **HUMAN RESOURCE MANAGEMENT.**

WORKING EXPERIENCE

HR RECRUITER

20 JUN 2023 TO Till Now

PAYTM SERVICES PRIVATE LIMITED (BHOPAL)

- Working With **Paytm One97 Communications** As A **HR RECRUITER** From **20thJun 2023 To Till Now** .And I Am Handling Location Mp-Cg And Rajasthan. And My Base Location Is Bhopal.
- Conducting face to face interview of all candidate across MP-CG.
- Conducting telephonic interview, group discussion, personal interview of company various profile.
- Assistance in onboarding process,documentation,issue of offer letter and joining.
- To set up a meeting if necessary.

- Maintaining coordination with all consultancy, vendors, and other sourcing channels.
- Attend college campuses, job fairs, and other open and closed campuses across Madhya Pradesh.

HR RECRUITER

20 MAY 2022 TO 10 JUN 2023

VCC GROUP TRAINING AND PLACEMENT BHOPAL.

- SCHEDULED INTERVIEWS FOR CANDIDATE ACROSS VARIOUS ROLES.
- SOURCING PROFILES FROM JOB PORTALS.
- ABILITY TO COORDINATE TELEPHONIC AND FACE TO FACE INTERVIEWS.
- CAN MAINTAIN RELATIONSHIP WITH STAFFING COMPANIES.
- I have Good knowledge about End to End Recruitment Process.
- I Have Good knowledge About Bulk hiring Candidate For BPO, BANKING SECTOR ALSO.
- I Work for Following Clients HDFC, ICICI, RELIANCE, EICHER, LUPIN, BAJAJ CAPITAL, MFI AND MANY MORE.
- I HAVE GOOD KNOWLEDGE ABOUT COLLEGE CAMPUS, JOB FAIR, FOR BULK HIRING..

Operation executive

2 April 2020 to 10 may 2021

Afcs DSA firm (Bhopal)

- Loan disbursement all private bank bank hdfc, axis, idfc etc.
- Arrangement of documentation and files.
- Calling to all potential client.

Technical SKILLS.

- I KNOW HOW TO WORK ON PAYROLL, PIVOT TABLE, ADVANCED EXCEL,
- knowledge about P.F, ESIC. SALARY STRUCTURE ETC.
- knowledge about computer, m.s word, powerpoint, m.s excel.

PERSONAL DETAILS

- NAME :- SHIVKANT CHOURASIYA
- DATE OF BIRTH :- 10TH AUGUST 1995
- PERMANENT ADDRESS :- H.N 1829 KALI MANDIR BHEEM NAGAR BHOPAL (M.P)
- LANGUAGE : ENGLISH & HINDI
- MARITAL STATUS :- SINGLE
- NATIONALITY / RELIGION :- INDIAN / HINDU
- FATHER'S NAME :- MR. VIJAY KUMAR CHOURASIYA
- MOTHER'S NAME :- MRS. NIRMALA CHOURASIYA

DECLARATION

I do hereby declare that the above information is true to the MY knowledge

Date:

(Signature)