**Curriculum Vitae**

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**SHUBHAM PAL**

**Address- Gaur City 2, Greater Noida**

**E-Mail : palshubham633@gmail.com**

**Mobile : 9506602040, 8178964507**

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| **Career Objective :** Iam looking for challenging Computer professional field ,where I can prove my potential and get the best out of me.**Techsist Solution (P) Ltd.- Working as IT Recruiter from Aug-18- Present*** Recruiter with Around 2 Years 9 Months of experience encompassing the full recruitment life cycle with a focus on information technology.
* Possess strong technical acumen and understanding of technical requirements; deep active & passive candidate sourcing skills.
* Clear understanding of IT recruitment.
* A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
* Exceptionally skillful at negotiating salaries.
* Proven ability to qualify, screen, and schedule interviews for candidates.
* Working with consulting companies – Ernst & Young,KPMG,Wipro, General Mills company, Created and posted job descriptions in leading job portals.
* Following the candidate after the interview and offer.
* Responsibilities include Full life cycle recruiting for Tech Full time with end clients, Implementation partners. **Skills & Expertise** Recruiting Screening

NegotiatingHead Hunting Good relationship with candidates submittals **Working with companies**    **Next Knock Consulting Services Pvt Ltd.(Oct 2016-Feb 2018 )****Designation- Consultant Recruitment****Role and Responsibilities:-**-Scrutinizing, prescreening & tele-interviewing the candidate.-Scheduling & coordinating the interview between Candidate & Client.-Job Porting & Bulk Mailing - understanding the requirements-Maintaining database of prospective candidates.-Sourcing talent through Job portals-Good and Fast Communication in English.-After sourcing the prepare the analysis sheet on MS word and DPR(Detail Progress Report) on MS Excel.-then mail to senior with attachment of analysis sheet and Tracker of the candidate.-Maintain the database on MS excel and google drive.**UG Qualification**Complete BA (Bachelor of Art) in 2018. |

**Professional Qualification:-**

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| **Sr.No.** | **Branch** | **Year** |  **Board** | **Percent** | **Division** |
| 1. | Diploma in MOM&SP(Modern Office Managemet & secretarial practice) Final Year | 2016 | BTEUP Lucknow | 77 % | First |
| 2. | Diploma MOM&SP (Modern Office Managemet & secretarial practice) First Year | 2015 | BTEUP Lucknow | 78 % | First |

**Academic Qualification :**

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| **Sr.No.** | **Name Of Exam Passed** | **Name Of Board / University** | **Year Of Passing** | **Division** |
| **1** | Intermediate | U.P.Board Allahabad | 2014 | First |
| **3** | High School | U.P.Board Allahabad | 2012 | First |

**Computer Skill-** English & Hindi typing, MS word, MS excel, outlook, make the blog.

Other Skills- Hindi shorthand.

**Achievement:-** Completed 1 month Traning on Soft Skill from Medha.

 Got the Certificate of Best Team Leader award. **Strength: -** Hard work & Smart Work, Positive thinking, Good communication

**Hobbies :** Playing Cricket.

**Languages Known :** Native**:** Hindi and English, Punjabi

**Personal Details :**

 Fathers Name : Late Subhash Chandra

 Mother Name : Kusum Devi

 Date Of Birth : 14-10-1996

 Marital Status : Single

 Nationality : Indian

**Address-** Vill-Dhaurahara, Post- Dhaurahara, Tehsil- Amethi , Distt- Amethi (UP) - 227405

**Declaration:-** I hereby declare that above information is true to best of my knowledge.

 **Date : Signature**

 **Place :** Amethi (UP) **(SHUBHAM PAL)**