**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   Negotiating Head 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)**