**CURRICULUM-VITAE**

**SHIVAM SACHAN**

**** **[shivamsachan22222@gmail.com](mailto:shivamsachan22222@gmail.com)**

**7355587763**

**Seeking jobs in HR Manager with an organization of repute**

**Location preference: India**

**CAREER OBJECTIVE:**

**To become an integral part of your organization, which helps me to utilize my operational and managerial skills to produce time bound exceptional result. As well as which helps me to achieve a challenging position in your organization.**

**STRENGTH:**

**Keen learner, Task Oriented, Believe in Team Work, Positive Attitude and Self Confident.**

**KEY RESPONSIBILITIES : Induction ,Recruitment , Compliances , Payroll , HR Policies ,Improving Employee Retention ,Supporting Organization Development ,Duty Rooster & etc.**

**WORKING EXPERIENCE:**

**Organization : Acadecraft Pvt. Ltd Industry : Education & Publication**

**Working Profile : HR Manager**

**WorkingExperience : Mar 2020 to Till Date**

**Organization : Prayag Hospital & Research Center Pvt. Ltd Industry : Hospital & Healthcare provider**

**Working Profile : HR Manager**

**WorkingExperience : Sept 2019 to Feb 2020**

**Organization : ASL Infosystems Pvt. Ltd.**

**Industry : BPO**

**Working Profile : HR Manager**

**WorkingExperience : Dec 2018 to Aug 2019**

**Organization : MayurTechnosoftPvt. Ltd.**

**Industry : BPO & Call Center**

**Working Profile : HR Manager**

**Working Experience : JULY 2018 to Dec 2018**

**Organization : Regency Healthcare Govind Nagar.**

**Industry : Hospital & Healthcare provider**

**Working Profile : HR Executive**

**Working Experience : MAY 2017 to JUNE 2018**

**Organization : Priya Hospital**

**Industry : Hospital & Healthcare provider**

**Working Profile : Admin Manager**

**Working Experience : FEB 2016 to APR 2017**

**Executive Summary:**

**● Recruitment professional with 4 years of End to End experience in BPO , Hospital & Healthcare.**

**● End to End experience on Screening, Shortlisting, Technical Interview co- ordination/Follow-up,HR Interview, Fitment, Offer (LOI), Documentation, PDF Offer Release, BGV initiation, Onboarding Formalities.**

**●Handled the Recruitment process from initial screening of resumes to Onboarding of the candidate by co-ordination with business units.**

**●Possess excellent knowledge of recruiting or hiring processes including sourcing, identifying, telephonic interviews, screening, qualifying, internet searches, performed reference checks, candidate selection.**

**● Exploiting in social media tools for hiring, like LinkedIn, Google and FB for niche hiring.**

**● Conducted preliminary interviews, as required, assessing candidates at all levels to ensure cultural fit, values alignment, long term potential, and technical fit for roles.**

**●Excellent knowledge & understanding of Software Development Life cycle which helps us to understand a particular requirement.**

**● Extensive experience in recruiting people from different IT background with All Skills.**

**● Closing contract to hire roles with profitable margin for pay roll company.**

**●Worked closely with crucial clients for product based company and service based companies.**

**●Handling efficiently working with As co- ordination and as a Recruiter at client location.**

**●Handling multiple requirement at client location and getting more requirement from client.**

**AREA OF INTEREST**

**Operating System:**

* **Linux,Windows XP, Windows 2000 Server, Windows 2003 Server, Windows 2008 Server, Windows 2012 Server ,Windows 2016 Server , Windows 7,Windows 8,windows 8.1,Windows 10 .**
* **Databases:**
* **MS Access 2003, MS SQL Server 7.0**
* **MS Office 2007, 2010, 2012**
* **Presentation using MS Power point.**

**RESPONSIBILITIES:**

* **Need to create the new customer for company.**
* **Maintain the good relationship with customer.**
* **Handle the existing and new problems for client.**
* **Co-ordinate with other team member and work with them as a team.**

**PROFESSIONAL QUALIFICATION:**

**M.B.A. from DR.VIRENDRA SWARUP INTSTITUTE OF PROFESSIONAL STUDIES, Kanpur.(Affiliated to AKTU, LUCKNOW) Batch : 2015-2017.**

**PROFESSIONAL SYNOPSYS:*Induction ,Compliance ,Payroll & Recruitment***

***Specialization: HR, Marketing***

* **Research Report on *Consumer perception towards.***

***Big Bazaar at South-X Mall* , Kanpur.**

**B.C.A. from DR.VIRENDRA SWARUP INSTITUTE OF COMPUTER STUDIES ,Kanpur Nagar (U.P), (Affiliated-C S J M University), Approved by AICTE, Ministry of HRD, Govt. of India.**

**Batch: 2012-2015**

**Academic Qualifications:**

**2012: 12th with science stream from UP Board.**

**2010: 10th with science stream from UP Board.**

**PERSONAL DETAILS:**

**Father's Name : Mr. SUBODH SACHAN**

**Date of Birth : 22 JAN, 1995**

**Marital Status : Unmarried**

**Nationality : Indian**

**Language : Hindi & English**

**DECLARATION:**

**I hereby declare that all above mentioned information are true in every respect to the best of my knowledge.**

**Date:..................**

**Place: Noida (SHIVAM SACHAN)**