

SHIVAM JAISWAL

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CAREER OBJECTIVE

Entry-level HR professional currently working as an HR Intern in Recruitment, with practical experience in candidate sourcing, cold calling, telephonic interviews, interview coordination, and hiring follow-ups. Seeking an HR recruitment or talent acquisition role to apply hands-on hiring exposure, strong communication skills, and structured recruitment support in a growth-oriented organization.

PROFESSIONAL EXPERIENCE

HR Intern – Recruitment | InnovKaro Solutions | [December – Present]

- Conduct cold calling to connect with candidates and explain job roles and hiring requirements.
- Source candidates through LinkedIn by posting job openings and engaging with applicants.
- Conduct initial telephonic interviews to assess candidate suitability.
- Shortlist candidates and share screening feedback with senior recruiters.
- Coordinate and schedule interviews for priority and critical positions.
- Maintain candidate trackers and hiring status using Google Sheets.
- Handle offer follow-ups and joining confirmations to support hiring closures.

KEY HR SKILLS

Resume Shortlisting, Candidate Sourcing, Cold Calling, Telephonic Interviews, Interview Coordination, Onboarding & Exit Coordination, HR Documentation & Record Keeping, Recruitment Communication

TOOLS & TECHNICAL SKILLS

MS Excel (VLOOKUP, IF, Conditional Formatting, Pivot Tables, KPI Dashboards) ·
MS Word PowerPoint Google Workspace Canva

EDUCATION

Master of Arts (M.A.) in Economics | 2025–2027

- Mahatma Gandhi Kashi Vidyapeeth
- Specialization: Economics of Human Resource Development, Labor Economics

PG Diploma in HRM & Service Industrial Law | 2023–24

- Banaras Hindu University
- Focus Areas: Labor Laws & Industrial Relations, Recruitment & Selection

Bachelor of Commerce (B.Com) | 2020–23

- Harishchandra PG College

ACADEMIC PROJECT – HR PRACTICAL EXPOSURE

HR Process Simulation Project (Academic | 2024)

- Simulated end-to-end recruitment processes including shortlisting, screening, interview coordination, and onboarding documentation.
- Developed onboarding checklists, employee trackers, and HR documentation formats.
- Applied organizational behaviour concepts by analysing employee behaviour, coordination challenges, and workplace dynamics through HR case scenarios.
- Built an Excel-based HR tracking system for candidate data and HR operations to strengthen practical HR understanding.

VOLUNTEER EXPERIENCE

Travel Committee Volunteer – Kashi Nyaya Samagam, BHU | March 2024

- Coordinated with guests, faculty members, and volunteers to ensure smooth event operations.
- Assisted in hospitality management, scheduling, and on-ground coordination.
- Demonstrated strong interpersonal skills, teamwork, adaptability, and professional communication in a fast-paced environment.

CERTIFICATIONS & WORKSHOPS

Foundation of Digital Business (2023) · Financial Literacy Program (2022) ·

Digital Marketing (2022) · Shiksha Samagam – Participant (2023)