**CURRICULUM VITAE**

**Ramkishan Shivram Singh**

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***Career Objective:***

Seeking a challenging career in a progressive organization where I can acquire current and relevant knowledge and develop effective skills to maximize individual and organizational productivity.

***Academic Qualification:***

 **MLW (Post Graduation)** at Social Science Dept., Gujarat University in the year 54 %.

 **BA (Graduation)** at L.D Arts College Navrangpura, Gujarat University in the year 2014

With 55.4 %.

 **HSC (12TH)** from Kendriya Vidyalaya No.2 Cantt, A ’bad’ in the year 2011 with 59.9%.

***Job Experience:***

* **Currently working in a WHR Consultancy as a HR Executive till date.**

**JOB ROLE:**

* The individual will be handling end to end of Recruitment process.
* Sourcing resumes for internal positions, coordination with candidates, conducting telephonic interviews, scheduling interviews and end to end recruitment's
* Provide employee related data to senior management as and when required.
* Closing the recruitment cycle with finalization of selected candidates.
* And maintain excel sheets daily bases or take regular follow-up with new jonnies.

***Technical skills:***

 Operating System : Windows 7, Windows 8

 Applications : Microsoft Office

***Other Qualifications:***

 Computer **Hardware (A+)** and **Networking (N+) of HCL Certified Professional MCITP,**

Ahmedabad Ashram Road New.

 **CCC** of **NIELIT** at SHETH C.N. TECHNICAL CENTER, Ahmedabad.

***Certificates:***

 **NCC “B”, “C” Certificate** at Law garden, NCC HEADQUATER

 **NIC (NATIONAL INTEGRATION CAMP)** Certificate.

 **PCII Certificate** of participation.

 SUMMER INTERSHIP TRAINING (SIT) at **WINDSOR MACHINE LIMITED**.

 NGO TRAINING **(HUMAN DEVELOPMENT AND RESEARCH CENTER).**

 **JCI North Ahmedabad** of TRAINING Certificate.

***Soft Skills:***

 Positive attitude towards learning.

 Commitment towards work.

 Adoptability towards environment.