

Shivani Jadon

Human Resources

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OBJECTIVE

To obtain a challenging and rewarding position in Human Resources, where I can utilize my skills, experience, and education to contribute to the success of the organization.

EXPERIENCE

Talent Acquisition Specialist

Meritplus BPO 📅 12/2022 - Present 📍 Ahmedabad, India.

Meritplus BPO is a consulting firm that specialises in outsourcing and offshoring.

- Provided administrative support to the HR department, including filing, data entry, and record keeping
- Assisted with recruitment and selection processes, including scheduling interviews and checking references
- Coordinated employee onboarding, orientation programs and existing formalities
- Conduct recruitment and selection processes, including job posting, resume screening, interviewing, and hiring

INTERNSHIP



Working on IFORTIS WORLDWIDE /Recruiter (JULY 2021 - SEP.2021)

Key Responsibilities:

- Using LinkedIn and social media to find prospects.
- Conducting interviews via phone and scheduling appointments.
- Recruiting for IT AND Non IT.
- Maintain a talent database for both present and future requirements.



CERTIFICATION COURSE

National stock exchange "Banking and Insurance".
Duration: 1 Month



SOFT SKILLS

- Possess strong verbal and written communication skills.
- Proficient in Microsoft Word, Excel, and PowerPoint
- Excellent leadership skills and capabilities.
- Excellent hiring knowledge.
- Basic knowledge of the recruitment process including payroll processes.
- Ability to make decisions under pressure.



EXTRA CURRICULAR ACTIVITIES

- Winner of Business Plan Guru.
- In college, I took first place in badminton.
- Anchored several events at the college's annual management fest.
- Take part in the blossom at flames fest's nukkad natak.

EDUCATION

MBA [HR/Finance]

IBMR IPS, Academy

📅 2020 - 2022 📍 Indore, India.

Bachelor of Commerce

Savita Devi Jaiswal College

📅 2017 - 2020 📍 MP, India.

SKILLS

Employment Verifications **Excel**

Team Development **Interns**

Organizational Culture **Finances**

HR SKILLS



HR SKILLS

- Strong knowledge of HR laws, regulations, and best practices
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite and HRIS systems
- Strong written and verbal communication skills.
- Ability to work effectively with employees at all levels of the organization
- Strong problem-solving and conflict-resolution skills.



Discretion

Respect the privacy of every individual and the fact that they confine in me. Do not let any information to get to third parties.